

MAIN OFFICE
SACRAMENTO
616 K STREET
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LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
943 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
July 3, 1950

IN REPLY PLEASE REFER
TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

In the Office of the Secretary of State
of the State of California

JUL 5 1950

At 3:05 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

Dear Mr. Jordan:

Attached are three copies of the following regulations issued
by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 420 (ANB, APSB)
Subject: Changes in ANB and APSB
Regulations Based Upon Legislation
of the 1950 First Extraordinary Session

These regulations were approved by the State Social Welfare
Board pursuant to the powers conferred upon it by the Welfare and
Institutions Code, Sections 103, 103.6, 3075, and 3460, on June 30, 1950.

The regulations implementing Chapters 27, 38, 40, 41, 44, 45,
and 48 become effective July 15, 1950. The regulations implementing
Chapter 42 become operative August 1, 1950.

Very sincerely yours,

[Signature]
Charles I. Schottland
Director

Attachments

Certified as a Regulation (or
Regulations of the

State Department of Social Welfare

(Name of State Agency)

C. J. Scotland

(Signature)

Director

(Title)

July 3, 1950

(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
June 30, 1950

FILED

In the Office of the Secretary of State
of the State of California

DEPARTMENT BULLETIN NO. 420 (ANB, APSB)

JUL 5 1950

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

At 3:05 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

Subject: Changes in ANB and APSB
Regulations Based Upon Legis-
lation of the 1950 First
Extraordinary Session

The following policy and rules and regulations are adopted to implement laws enacted at the First Extraordinary Session of the 1950 Legislature. Chapters 27, 38, 40, 41, 44, 45, and 48 become effective July 15, 1950. Chapter 42 becomes operative August 1, 1950.

County Residence (ANB)

Chapter 27 adds W&IC 3090.5:

"Notwithstanding any provision of Section 3090, any recipient of aid under this chapter who removed from one county to another county in this State prior to March 1, 1950, but has not attained one year's residence in the county to which he has removed shall, for the purposes of this chapter, be deemed to be a person who has no county residence as provided in this chapter until he has attained one year's residence in the county to which he has removed.

"No aid shall be denied because of lack of one year's residence in any county.

"No aid shall be discontinued or delayed because of this section."

If by act and intent the recipient established residence in the second county prior to March 1, 1950, and has not acquired one year of residence in such second county by July 1, 1950, reimbursement for July shall be claimed on a non-county basis. Reimbursement shall continue to be claimed on a non-county basis until the first day of the first month following the date on which the recipient acquires one year of residence in the second county. However, if the change of residence occurred on the first day of the month, non-county reimbursement shall be claimed through the end of the month immediately preceding the date on which the recipient acquires one year of residence in the second county.

The foregoing ruling modifies Manual Sections 122-15, 122-50, 122-53, 122-60, 122-65 and 370-00 as they relate to Aid to Needy Blind.

(See Department Bulletin 394 issued January 17, 1950, page 11, which provided that transfer arrangements for persons who established residence in another county prior to March 1, 1950, be completed in time for the second county to assume responsibility for payment of aid not later than July 1, 1950)

Investigation (ANB and APSB)

Chapter 38 amends W&IC 3081 (ANB) and 3470 (APSB) to read:

"Each applicant for aid shall file with the county agency designated to administer aid to the blind an application, accompanied by an affidavit, signed by him, stating, if known, his age, sex, counties of residence during the preceding 10 years, his financial resources and income, the name and address of his spouse and of each of his adult children and parents, the degree of his blindness, where and when he became blind, what employment and education he has had, his general physical condition, and such other data as are necessary to establish his eligibility for aid to the blind. The applicant's sworn statements in his application shall constitute prima facie evidence of the facts stated, except with respect to degree of blindness and residence. This section shall not be interpreted to preclude a full and complete investigation by the agency administering aid to the blind."

Under these sections, as amended, the sworn statement of the applicant is acceptable evidence of the facts stated on the Application (Form Bl 200), except with regard to blindness and residence, and further investigation is not required unless, because of a discrepancy or conflicting information, there is reason to believe that further investigation is necessary on one or more points of eligibility in any given case. Likewise, the sworn statement of the recipient is evidence of the facts stated on the Affirmation of Eligibility (Form Bl 206), in the absence of conflicting information, except with regard to blindness.

While heretofore independent verification has been required, emphasis will now be placed on the application and reinvestigation interview; thus, in general, decreasing the time and effort formerly required of the social worker in the application and reinvestigation process. The applicant or recipient is usually the best source of information and a full interview can make maximum use of this source to substantiate the application. On those points of eligibility concerning which the applicant or recipient does not have sufficient knowledge, it will be necessary to secure additional information from other sources.

The following rules relate to the determination of the several points of eligibility:

Blindness - An eye examination by a physician skilled in the diseases of the eye is required to determine the degree of blindness. (See chapter on Blindness in the Manual of Policies and Procedures, and Department Bulletin No. 400, issued January 31, 1950).

Age - The applicant's sworn statement of his age as it appears on the application is acceptable evidence unless there is reason to believe that further verification is required. This provision is now applicable to the applicant who is less than 21 years of age as well as to those who are 21 years of age or more. If in any given instance it is deemed necessary to secure further verification for applicants who are less than 21 years of age, refer to the chapter on Age in the Manual of Policies and Procedures for methods of verification.

Residence - The affidavit of one reputable citizen of the State is required except in case such affidavit is not available, when other evidence may be used. (See chapter on Residence in the Manual of Policies and Procedure).

Real Property - The sworn statement of the applicant or recipient with regard to ownership of property, the assessed value and amount of encumbrance, if any, is acceptable unless there is reason to believe that the value of the property is greater than declared; that there is property owned and not declared; or that there has been transfer of property for the purpose of qualifying for aid or a greater amount of aid. If the applicant or recipient states he does not know the assessed value of his property but has available the most recent tax receipt, this is acceptable evidence of the assessed value; otherwise, it will be necessary to refer to the records of the county assessor.

Personal Property - The applicant's or recipient's sworn statement with regard to ownership of personal property is acceptable except when information obtained from the applicant is inconsistent or when conflicting information is received. If it appears necessary to secure further verification of ownership of personal property, the applicant or recipient may be requested to present for review documents in his possession, or otherwise available, from which information concerning ownership of personal property may be obtained. If the applicant or recipient does not have available documents such as savings or commercial account book, State Motor Vehicle Department registration card, life insurance policy, etc., he may be requested to sign not more than two copies of Authorization for Financial Investigation, Form AB 228. The signature of the applicant or recipient on additional copies of Form AB 228, or any other special form, shall only be secured when specific information is obtained which indicates need for specific clearance which requires an additional signed form.

Relatives - The sworn statement of the applicant or recipient as to the amount of support, if any, being received from responsible relatives is acceptable, unless there is reason to believe that there is a contribution being made by one or more responsible relatives which has not been reported by the applicant or recipient, or that the contribution being made is larger than reported.

The county is required to determine the pecuniary ability of responsible relatives (See Manual Section 172-05, Investigation of Responsible Relatives within the State). The use of Form B1 225,

Statement of Responsible Relative of Applicant for Aid to the Blind, is an acceptable method of making such determination. If a Form Bl 225 is sent to a relative, the information given by the relative shall be used in determining his pecuniary ability to contribute to the support of the applicant or recipient without further investigation, unless there is conflicting information which requires clarification. In no case shall an employer of a relative be contacted without first obtaining the consent of the relative involved.

Income - The sworn statement of the applicant or recipient as to the amount and source of income is acceptable, provided the information secured appears to be reasonable and consistent. There shall be no contact made with the employer of the applicant or recipient unless there is good and sufficient reason in any given case indicating the necessity for verification through this source. The consent of the applicant or recipient shall be secured prior to making any contact with the employer.

Other Points of Eligibility - The sworn statement of the applicant or recipient pertaining to other points of eligibility (except degree of blindness and residence) is acceptable and sufficient verification unless there is reason to believe that additional verification is required.

Recording - new and reinvestigated cases - If the county accepts the statement of the applicant or recipient as evidence of eligibility without further investigation, the following statement shall be recorded opposite the various points on the Certificate of Verification of Eligibility (Form Bl 201) for new cases and on the reverse of the Affirmation of Eligibility, or elsewhere in the case record for reinvestigated cases: "Applicant's sworn statement on Form Bl 200 (or Bl 206)." If on any point of eligibility it is deemed necessary to secure verification other than the sworn statement of the applicant or recipient, the entry on the Certificate of Eligibility (Form Bl 201) or the reverse side of the Affirmation of Eligibility (Form Bl 206), or elsewhere in the case record for reinvestigations, concerning such specific point shall show the method of verification secured.

Period of Investigation

Chapter 40 amends W&IC 3082 (ANB, APSB) to read:

"3082. The board of supervisors shall immediately investigate into the merits of all applications for aid under the provisions of this chapter and Chapter 3 of this part. The county shall have a period of 90 days after the date of application within which to determine whether or not the applicant is eligible for aid under the provisions of this chapter or Chapter 3 of this part. If the investigation is not completed at the end of the 90-day period, the investigation shall continue until completed, and if eligibility is established, aid shall begin as of the first day of the month in which the end of the 90-day period occurred."

W&IC 3082, as amended, now makes statutory provision for completion of the investigation within 90 days or the payment of retroactive aid if more than 90 days are required for investigation. This requires no change in regulation since Manual Sections 230-00 and 611-50 are already consistent with this provision.

Separate Caseloads for Aid to the Blind

Chapter 40 adds W&IC 3079.5 (ANB, APSB):

"3079.5. In any county which has a case load of one hundred fifty (150) or more recipients of aid to the blind, the county board of supervisors may create a special bureau to be devoted exclusively to the administration of this chapter and Chapter 3 of this part. When possible, the county board of supervisors, subject to applicable civil service and merit system laws, ordinances, and rules, may select to administer this chapter and the provisions of Chapter 3 of this part, blind persons who are eligible for appointment under such laws, ordinances and rules to social work positions in the said special bureau for the blind. Subject to the applicable laws, ordinances, and rules governing county civil service and merit systems, and when practicable, appointments to these positions may be made in such a manner that approximately 50 percent of the social workers employed in said bureau shall be blind."

W&IC 3079.5 is permissive. The Department will lend every possible cooperation and encouragement to those counties which desire to establish separate caseloads for the blind and to reduce the number of cases carried by any one worker to the end that the objectives of this law may be achieved as nearly as possible.

The purposes of the laws granting Aid to the Blind (ANB, APSB) envisage a program of service to blind persons which makes provision for the meeting of basic needs; requires the utilization of resources available to the blind through federal, state, and local agencies; counseling and guidance toward a goal of self-support; encouragement in plans for rehabilitation; assistance in making social and economic adjustments to blindness; etc. These objectives can more readily be achieved by means of separate and smaller caseloads, tending to decrease or eliminate dependency and thus enable each recipient to make maximum use of his potentialities.

Exempt Income in APSB

Chapter 41 amends W&IC 3472 (APSB) to read:

"If the county board of supervisors is satisfied that the applicant is entitled to aid under the provisions of this chapter, it shall, without delay, issue an order therefor. The amount of aid to which any applicant shall be entitled shall be, when added to the net income of the applicant from all other sources, eighty-five dollars (\$85) per month.

"Annual net income from any of the following sources of a combined total value not exceeding one thousand dollars (\$1,000) increased by one-half of that part of the recipient's annual income which is in excess of one thousand dollars (\$1,000) shall not be considered for any purpose:

- (a) Income from applicant's labor or services;
- (b) The value of foodstuffs produced by the applicant or his family for his use or that of his family;
- (c) The value of firewood and/or water produced on the premises of the applicant or given to him by another for the applicant's use;
- (d) The value of gifts;
- (e) The value of the use and occupancy of premises owned and occupied by the applicant;
- (f) The net income from real and personal property owned by the applicant.

"Income in addition to the above specified shall be computed on the basis of net income."

When an application for APSB has been approved, the recipient is entitled to receive the maximum grant of APSB each month and retain net income up to \$1000 within any one yearly income period. When a person has net income of more than \$1000 in a given yearly period, an amount equal to one-half of that part of his monthly income which is in excess of \$1000 is deductible from the maximum grant until the end of the yearly income period.

If the recipient is making an allocation to his spouse, no adjustment shall be made until the support of the spouse has been met, but in no event shall the amount allocated to the support of the spouse exceed \$1000 in any given year. Such allocation shall not be made until the recipient has had his full maximum of \$1000 exempt income. (See Manual Section 153-80, Division of Income with Spouse).

Net income shall be determined by deducting from the gross income the expenses which are incident to its receipt. An applicant (including original application, restoration, transfer from ANB, and reapplication) for APSB who has a regular monthly net income in excess of \$168.33 a month from the various sources of allowable income is deemed to have income sufficient to provide a reasonable and decent standard of living and is ineligible to APSB even though he has a spouse without other means of support.

This supersedes conflicting regulations in Manual Sections 151-30, 157-15, and in Department Bulletin 394, page 11, under "Amount of Grant - Chapter 155".

Real and Personal Property (ANB only)

Chapter 42 amends W&IC 3047 and 3047.3, adds 3047.01, 3047.02, 3047.2, 3047.21, 3047.24, 3047.25, and 3047.27, and repeals 3047.1.

"3047. (a) No aid under this chapter shall be granted or paid to any person who owns real property the assessed value of which as

assessed by the county assessor, less all encumbrances thereon of record, exceeds three thousand five hundred dollars (\$3,500). Real property owned but not occupied as a home by an applicant or recipient shall be utilized to provide for the needs of the applicant or recipient."

"3047.01. No aid under this chapter shall be granted or paid to any married person, if the assessed value of the combined real property of the husband and wife as assessed by the county assessor, less all encumbrances thereon of record, exceeds three thousand five hundred dollars (\$3,500)."

"3047.02. In computing value of property under Section 3047.01, ownership of separate property by a spouse with whom the applicant or recipient is not living shall not preclude the applicant or recipient from receiving the aid provided in this chapter."

"3047.2. No aid under this chapter shall be granted or paid to any person who owns personal property, the value of which, less all encumbrances of record, exceeds one thousand two hundred dollars (\$1,200).

"No aid under this chapter shall be granted or paid to any married person living with a spouse who is also an applicant for or recipient of aid under this chapter, if the combined value of the personal property of both spouses, less all encumbrances of record, exceeds two thousand dollars (\$2,000).

"For the purpose of this section no life insurance policy shall be valued at more than its present surrender value to the applicant or recipient. Premiums paid on life insurance policies shall not be deemed income or resources of the applicant or recipient, whether or not the person by whom the premiums are paid is a responsible relative of the applicant or recipient, and no deduction therefor shall be made from the amount of aid granted to the recipient."

"3047.21. For the purposes of this chapter the term personal property shall not include personal effects of the applicant or recipient. Personal effects include clothing, furniture, household equipment, foodstuffs, fuel, and personal jewelry."

"Section 3047.1 of said code is repealed."

"3047.24. For the purposes of this chapter only, the ownership of stock in a water company not appurtenant to the land shall be considered real property to the extent of and in the amount necessary to obtain water for agricultural purposes."

"3047.25. For the purposes of this chapter, estates for years, when used for the purpose of providing a place of residence for the owners thereof and when such estate is for a period of not less than 10 years, shall be considered real property."

"3047.27. For the purposes of this chapter any place of abode of an applicant or recipient, whether house, boat, trailer, or other habitation, shall be considered real property."

"3047.3. Any proceeds from the conversion of real property into personal property received by an applicant or recipient of aid under this chapter shall be considered real property for a period of six months from the time of their receipt, if such proceeds are retained for the purpose of providing a home."

Real Property of Spouse

Real property used as a home by the applicant or recipient meets the basic need for shelter and may be retained for that purpose without affecting eligibility for aid if the county assessed valuation of all real property owned, less encumbrances, does not exceed \$3500. Real property not used as a home, even though total holdings are within the \$3500 net county assessed value, must be utilized for identifiable needs of the applicant or recipient. (See Department Bulletins No. 404, issued February 21, 1950, and 404A, issued May 29, 1950 - Utilization of Real Property as a Resource).

The combined real property of a husband and wife shall be considered in the limitation of \$3500 net assessed value. This includes community property of the couple as well as separate property which may belong to either or both of the spouses. However, it shall not be required that separate property of the spouse be utilized to meet the need of the applicant or recipient, even though its value must be considered in determining eligibility of the applicant or recipient.

If the facts establish real property to be the separate property of a spouse who is separated from, and who is not living in the same household with, the applicant or recipient, the county assessed value of such spouse's separate real property shall be excluded when determining whether real property holdings are within the statutory limitations. Likewise any encumbrance on the separate real property of such spouse shall be disregarded.

In cases of separation without intent to terminate the marital relationship, e.g., due to illness, employment, visits to relatives, etc., the separate real property of the spouse shall be included in determining the real property holdings of the applicant or recipient.

The foregoing ruling modifies Manual Sections 130-00, 131-07, 131-15, and 132-00 as they relate to Aid to Needy Blind.

Conversion of Real Property

If the applicant or recipient sells real property (title passing to the buyer) and plans to utilize the proceeds from such sale to purchase a home for his own occupancy, the proceeds from such sale represent real property until the purchase is made, or the expiration of six months from the time of receipt of the proceeds, whichever is earlier. The county assessed value of property sold shall be used in determining the real property value of proceeds from sale of the home.

If a home is purchased within a six month period and the cost of the home is less than the proceeds received from sale of real property, the balance shall be considered personal property as of the first of the following month. However, if the recipient must make immediate repairs in order that the purchased property will provide a suitable home for himself, allowance for the cost of such repair shall be made when determining whether the cost of the home is less than the proceeds received from the sale.

The plan for utilization of the proceeds shall be ascertained when knowledge of the sale becomes known and the plan as reported by the applicant or recipient shall be recorded in the case record.

It should be noted that the period of time during which the proceeds from the sale of real property shall not be considered personal property (when retained for the purpose of purchasing a home) is now six months and that this is applicable to any sale of real property, voluntary or involuntary.

This modifies Manual of Policies and Procedures Sections 130-00, 134-10, and 146-00 insofar as they pertain to ANB, Department Bulletin 402, Section II, paragraph 2, and Department Bulletin 413, Section C, Items (1) and (8).

Place of Abode Defined as Real Property

Any place of abode owned by an applicant or recipient, whether house, trailer, or other habitation, shall be considered real property even though located on the property of another person for which land the applicant or recipient pays rent, has a lease or pays no rent.

Personal Property

Refer to Department Bulletin No. 413 (ANB) issued April 24, 1950 - Aid to Needy Blind, Personal Property Eligibility, for rules and regulations relating to ownership of personal property for Aid to Needy Blind.

The limitation of \$2000 on combined personal property of husband and wife shall apply only to those cases where both of the couple are applicants for or recipients of Aid to Needy Blind (Chapter 1). When one spouse is an applicant for or recipient of OAS or APSB, the \$1200 limitation on personal property of an individual is applicable to the ANB applicant or recipient, since the laws granting ANB, OAS, and APSB, are entirely different chapters of the Welfare and Institutions Code.

Scholarships (APSB)

Chapter 44 amends W&IC 3447 to read:

"Aid shall not be received under the provisions of this chapter by any person who owns personal or real property, or both, the county assessed valuation of which, less all encumbrances thereon of record, is in excess of three thousand five hundred dollars (\$3,500).

"The term "personal property" shall not include a policy or policies of life insurance on the life of the applicant or recipient which has or

have been in effect at least five years prior to the date of application, if the value of the policy or policies at maturity is in an amount not exceeding one thousand dollars (\$1,000).

"No life insurance policy shall be valued at more than its present surrender value to the applicant or recipient. Premiums paid on life insurance policies shall not be deemed income or resources of the applicant or recipient, whether or not the person by whom the premiums are paid is a responsible relative of the applicant or recipient, and no deduction therefor shall be made from the amount of aid granted to the recipient.

"An educational scholarship which has been awarded by a high school, college, or university to any recipient of aid under this chapter while he is regularly attending any public school in this State, the University of California, or any other institution of higher learning in this State, shall not be deemed property, income, or resource of the recipient for any purpose and no deduction therefor shall be made from the recipient's amount of aid."

The proceeds of educational scholarships shall not be included in the \$1000 exempt income accorded to all APSB recipients; (see Chapter 41, page 6, of this bulletin) neither shall such scholarships be considered as property or a resource of the recipient. It should be noted that the limitation on real and/or personal property, or both, for an applicant for, or recipient of, APSB remains at \$3500 county assessed value, less encumbrances of record.

Attendance at Institution of Higher Learning (APSB)

Chapter 45 adds W&IC 3451:

"Any blind resident of California who is eligible for aid under Chapter 1 of this part and who regularly matriculates at the University of California or other institution of higher learning in this State and who is regularly working for an academic degree or certificate of completion shall be deemed eligible to receive aid under Chapter 3 of this part notwithstanding anything contained in Section 3431 to the contrary."

Under this provision, regular attendance at an institution of higher learning is an adequate plan for self-support in the Aid to Partially Self-supporting Blind Residents program. This statute makes an exception to the requirement of ten years' residence in this state for those persons who became blind while not residents of California.

Blind persons who matriculate at an institution of higher learning in this state, to work for a degree or certificate, are eligible for APSB if they have been residents of California for five out of the last nine years, one year of which must immediately precede the date of application.

Hysterical Blindness (ANB, APSB)

Chapter 48 amends W&IC 3083 and 3471 to read:

"The county board of supervisors shall not grant any certificate of qualification for aid under the provisions of this chapter until it has been satisfied that the applicant is entitled to such aid by the evidence of one reputable citizen of the State that he knows that the applicant has the required residential qualifications to entitle him to the aid asked for, or, in case such citizen is not available, then by such other evidence as is acceptable to the State Department of Social Welfare, and by the evidence either of a duly licensed and practicing physician skilled in the diseases of the eye or of a duly licensed and practicing physician skilled in neuropsychiatry that the applicant is blind. The physician skilled in the diseases of the eye shall describe the condition of the applicant's eyes and testify to the degree of his blindness. Whenever a physician skilled in the diseases of the eye is unable to find sufficient pathology to account for the degree of visual impairment claimed by the applicant, and whenever such physician skilled in the diseases of the eye shall recommend a further examination by a physician skilled in neuropsychiatry, the applicant shall have the right to be examined by a physician skilled in neuropsychiatry who shall determine whether the degree of visual impairment claimed by the applicant is substantiated by the results of a neuropsychiatric examination. The cost of such examination shall be paid entirely by the county in the same manner as other expenses of the county are paid. The evidence of each person shall be in writing, signed by him, and he shall be subject to cross-examination by the county board of supervisors or any other person appointed by the board of supervisors to conduct such investigation."

If a physician skilled in diseases of the eye makes an examination of the eyes of an applicant for, or recipient of, Aid to the Blind and is unable to determine a definite visual acuity, or questions the degree of loss of vision claimed by the applicant or recipient, a second eye examination shall be made by another eye physician who is skilled in detecting pathology. If this second physician recommends a neuropsychiatric examination, and the applicant or recipient is willing to submit to such examination, an appointment shall be made with a neuropsychiatrist who is a member of the American Board of Neurology and Psychiatry to complete the examination. If the neuropsychiatrist, after completing his examination, finds that the applicant or recipient has little or no available vision due to a mental or neurological cause, the State Department of Social Welfare will certify that the individual comes within the definition of economic blindness used as the qualification for Aid to the Blind in California.

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The provisions contained in this bulletin take precedence over any rules and regulations previously issued which are in conflict therewith.

Appropriate Manual Sections will be revised as soon as administratively possible to conform to the amended and added provisions of the laws as set forth herein.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
July 10, 1950

IN REPLY PLEASE REFER
TO:

FILED

In the Office of the Secretary of State
of the State of California

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

JUL 10 1950

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *Charles I. Schottland*
Deputy

Dear Mr. Jordan:

Attached are three copies of regulations issued by the
State Department of Social Welfare with Manual Letter No. 142.

With the exception of Section 171-50 this material was
previously filed with your office on June 30, 1950. It is now
being sent to you in the form of manual pages.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

Attachments

Certified as a relation (or,
Regulations of the

Department of Social Welfare

(Name of State Agency)

(Signature) C. J. Schottland

Director

(Title)

July 10, 1950

(Date)

MANUAL UNIT

1297-1299

SECRETARY OF STATE

3

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
July 7, 1950

FILED

In the Office of the Secretary of State
of the State of California

JUL 10 1950

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

MANUAL LETTER NO. 142

The attached revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers added (if necessary) and canceled on the separators of the revised chapters. The revision numbers are as follows:

| | |
|----------------------|---------------------------|
| Institution Inmates | Revisions 50 and 51 |
| Relatives | Revision 42 |
| Continuing Services | Revisions 232 and 233 |
| Financial Procedures | Revisions 497 through 502 |

These revisions were adopted by the Social Welfare Board on June 30, 1950, and are effective as follows:

July 1, 1950

165-00 361-25
165-05 627-10
165-15 627-25

July 15, 1950

171-50

Secs. 165-00, 165-05, 165-15, and 627-25 have been revised to implement W&IC 2160.7 and 3044.1 as amended by Chapter 32, Statutes of 1950, First Extraordinary Session, and to incorporate the provisions of Department Bulletin No. 372-B into the Manual. Sec. 165-05, as revised, includes in the definition of "county institution," a private hospital which, pursuant to contract with the county, accepts patients for medical, hospital, or infirmary care at county expense. Sec. 165-15 has been revised to change the amount of the county institutional subvention to \$35.20 per month. In certain instances, there may be overlapping of payment to the county for institutional care and payment of aid to the individual. Sec. 627-25 gives the revised procedure for claiming subvention. The last paragraph of Sec. 627-00 was superseded by Department Bulletin No. 372-B which is now being incorporated into the manual.

The revised relatives' contribution scale has been incorporated into Sec. 171-50.

Sec. 361-25, as revised, retains the mandatory requirement that underpayment during the last two months be adjusted by payment of retroactive aid; it now permits the county to grant additional aid for earlier months without the necessity of appeal or SDSW concurrence, provided the board of supervisors can authorize the additional aid within one year.

Sec. 627-10 has been revised to show financial participation for prior periods as well as for the current period.

The following Department Bulletins are now obsolete:

338 339-B
338-C 372-B

165-05 DEFINITION OF COUNTY INSTITUTION UNDER W&IC 2160.7
AND 3044.1
OAS, ANB

165-05

A county institution, as the term is used in W&IC 2160.7 and 3044.1 is an institution established and maintained by a county for the purpose of rendering medical or surgical care to the sick or wounded or where the infirm are given shelter and maintenance. County institution includes a private hospital which, pursuant to contract with the county accepts patients for medical, hospital, or infirm care at county expense. (W&IC 2140, 2160.7, 3044.1, 3075)

165-15 STATE PAYMENT--COUNTY INSTITUTIONAL SUBVENTION CLAIM UNDER
W&IC 2160.7 AND 3044.1
OAS, ANB

165-15

The state's payment for medical, hospital, or infirm care rendered a former recipient of OAS or ANB in a county institution is \$35.20 per month, or portion of a month. (See Sec. 627-25, County Institutional Subvention Claim Under W&IC 2160.7 and 3044.1.)

In all cases where payment to the county for institutional care is to be claimed, the county board of supervisors shall take action requesting such payment in the first month for which the claim is being made, if possible. (See Sec. 362-48, Reporting Payment to County for Institutional Care on Notice of Change, Section IV.)

There may be overlapping of payment to the county for institutional care and payment of aid to the individual under the following circumstance. If upon release from the county institution the former recipient is eligible for restoration, aid shall be restored for the balance of the month in which he is not in the institution. (See Sec. 215-00, Restoration of Aid.) If aid is restored as of the date the former recipient leaves the county institution, claim for the institutional subvention shall be for the full month. If a former recipient for whose care the institutional subvention is paid dies before the end of the particular month, claim for the institutional subvention shall be based upon the full month. (See Secs. 165-00, 165-05 and 627-25, County Institutional Subvention Claim Under W&IC 2160.7 and 3044.1.) (W&E 2160.6, 2160.7, 3044.1, 3075; AGO NS5350)

**164-30 ELIGIBILITY UPON ADMISSION TO STATE HOSPITALS
OAS, ANB, APSB****164-30**

Court commitment to a state institution constitutes permanent confinement in that institution and therefore aid shall be discontinued as of the last day of the month in which the recipient enters the institution. (See Sec. 162-05, Eligibility of Public Institution Inmates.)

Aid may be continued for recipients of OAS, ANB and APSB who are admitted to a state hospital for a temporary period. The probable duration of confinement must be ascertained at the time of admission, and the regular rules with respect to continuance of aid during temporary hospitalization apply. (See Sec. 164-10, Eligibility During Hospitalization.) (W&IC 2140, 2160E, 3044, 3075, 3444, 3460)

**165-00 SUBVENTION FOR HOSPITAL OR INFIRMARY CARE
OAS, ANB****165-00**

A claim for payment to the county for medical, hospital or infirmary care rendered a former recipient of OAS or ANB in a county institution at county expense may be made when all of the following conditions are met. (See Sec. 165-05, Definition of County Institution Under W&IC 2160.7 and 3044.1.)

1. The individual was eligible for and was receiving, aid on the date of admission.
2. The individual has been continuously confined in the institution and two calendar months since date of admission have elapsed. (See Sec. 164-10, Eligibility During Hospitalization.)
3. There is on file in the county the certification of the superintendent or other official of the institution that the former recipient received care in the institution during each month for which a claim is filed.

Subvention shall be claimed by the county rendering the care irrespective of the former recipient's residence status except when such care is being given under a contractual arrangement between the two counties in which case the county paying for the care rendered shall claim. (W&IC 2140, 3075)

171-55 DEFINITION OF NET INCOME UNDER RESPONSIBLE RELATIVES' SCALE
OAS

171-55

Net income is the amount which remains after subtracting expenses necessary for obtaining the income. The following factors shall be considered in determining the net income of each relative:

a. Salary or Wages:

Among the necessary expenses may be union dues, if paid, the cost of tools or equipment, including uniforms which must be purchased because of the employment, transportation expenses to and from the job, and the cost of meals necessarily purchased away from home due to the employment. Deduction shall not be made for social security taxes, other insurance or retirement deductions (whether voluntary or involuntary), personal income withholding taxes, or stock or bond deductions of any kind.

b. Commercial enterprise, such as business or farm operations:

Normal expenses of operating business, including overhead, represent deductible items in determining net income. Expense which is necessary to maintain a business on an operating basis and to preserve the capital investment is given consideration in determining net income. Necessary business and operating expenses which are past due and unpaid represent an obligation of the business to be recognized in determining net income from a business.

In the case of farm operation, for example, the cost of taxes, interest, and principal payments on encumbrances, and depreciation on equipment, shall be considered. When an automobile or other motor vehicle is maintained for the business, reasonable expense for its operation shall be deducted in determining net income.

c. Commissions:

Overhead and operating expenses are considered in determining net earnings derived from commissions. This includes such items as the maintenance and operation of an automobile used in connection with the business, office rent, telephone, stationery, etc.

Living expenses shall not be deducted when determining net income. (W&IC

2140, 2181)

171-50 RELATIVES' CONTRIBUTION SCALE OAS

171-50

The Relatives' Contribution Scale sets forth the maximum degree of liability for support of applicants for, or recipients of, aid according to the relative's net income and number of dependents. The county board of supervisors shall fix the relative's liability at the amount specified by the scale or at an amount less than that specified by the scale, if warranted by the financial circumstances of the responsible relative. The Relatives' Contribution Scale is not applicable to the spouse of an applicant or recipient when the spouse's income represents the community income of the couple. (See Sec. 153-80, Division of Income with Spouse.)

| A. Net monthly income of responsible relatives in family | B. Number of persons dependent upon income | | | | | | | | | |
|---|--|-----|-----|-----|-----|-----|-----|-----|-----|-------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 and over |
| C. Maximum required monthly contributions | | | | | | | | | | |
| 200 or under---- | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 201 - 225 ----- | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 226 - 250 ----- | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 251 - 275 ----- | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 276 - 300 ----- | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 301 - 325 ----- | 25 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 326 - 350 ----- | 30 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 351 - 375 ----- | 35 | 15 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 376 - 400 ----- | 40 | 20 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 401 - 425 ----- | 45 | 25 | 15 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| 426 - 450 ----- | 50 | 30 | 20 | 10 | 0 | 0 | 0 | 0 | 0 | 0 |
| 451 - 475 ----- | 55 | 35 | 25 | 15 | 5 | 0 | 0 | 0 | 0 | 0 |
| 476 - 500 ----- | 60 | 40 | 30 | 20 | 10 | 0 | 0 | 0 | 0 | 0 |
| 501 - 525 ----- | 65 | 45 | 35 | 25 | 15 | 5 | 0 | 0 | 0 | 0 |
| 526 - 550 ----- | 70 | 50 | 40 | 30 | 20 | 10 | 0 | 0 | 0 | 0 |
| 551 - 575 ----- | 75 | 55 | 45 | 35 | 25 | 15 | 5 | 0 | 0 | 0 |
| 576 - 600 ----- | 80 | 60 | 50 | 40 | 30 | 20 | 10 | 0 | 0 | 0 |
| 601 - 625 ----- | 85 | 65 | 55 | 45 | 35 | 25 | 15 | 5 | 0 | 0 |
| 626 - 650 ----- | 90 | 70 | 60 | 50 | 40 | 30 | 20 | 10 | 0 | 0 |
| 651 - 675 ----- | 95 | 75 | 65 | 55 | 45 | 35 | 25 | 15 | 5 | 0 |
| 676 - 700 ----- | 100 | 80 | 70 | 60 | 50 | 40 | 30 | 20 | 10 | 0 |
| 701 - 725 ----- | 105 | 85 | 75 | 65 | 55 | 45 | 35 | 25 | 15 | 5 |
| 726 - 750 ----- | 110 | 90 | 80 | 70 | 60 | 50 | 40 | 30 | 20 | 10 |
| 751 - 775 ----- | 115 | 95 | 85 | 75 | 65 | 55 | 45 | 35 | 25 | 15 |
| 776 - 800 ----- | 120 | 100 | 90 | 80 | 70 | 60 | 50 | 40 | 30 | 20 |
| 801 - 825 ----- | 125 | 105 | 95 | 85 | 75 | 65 | 55 | 45 | 35 | 25 |
| 826 - 850 ----- | 130 | 110 | 100 | 90 | 80 | 70 | 60 | 50 | 40 | 30 |
| 851 - 875 ----- | 135 | 115 | 105 | 95 | 85 | 75 | 65 | 55 | 45 | 35 |
| 876 - 900 ----- | 140 | 120 | 110 | 100 | 90 | 80 | 70 | 60 | 50 | 40 |
| 901 - 925 ----- | 145 | 125 | 115 | 105 | 95 | 85 | 75 | 65 | 55 | 45 |
| 926 - 950 ----- | 150 | 130 | 120 | 110 | 100 | 90 | 80 | 70 | 60 | 50 |
| 951 - 975 ----- | 155 | 135 | 125 | 115 | 105 | 95 | 85 | 75 | 65 | 55 |
| 976-1,000 ----- | 160 | 140 | 130 | 120 | 110 | 100 | 90 | 80 | 70 | 60 |
| 1,001-1,025 ---- | 165 | 145 | 135 | 125 | 115 | 105 | 95 | 85 | 75 | 65 |
| 1,026-1,050 ---- | 170 | 150 | 140 | 130 | 120 | 110 | 100 | 90 | 80 | 70 |
| 1,051-1,075 ---- | 175 | 155 | 145 | 135 | 125 | 115 | 105 | 95 | 85 | 75 |
| 1,076-1,100 ---- | 180 | 160 | 150 | 140 | 130 | 120 | 110 | 100 | 90 | 80 |
| 1,101-1,125 ---- | 185 | 165 | 155 | 145 | 135 | 125 | 115 | 105 | 95 | 85 |
| 1,126-1,150 ---- | 190 | 170 | 160 | 150 | 140 | 130 | 120 | 110 | 100 | 90 |
| 1,151-1,175 ---- | 195 | 175 | 165 | 155 | 145 | 135 | 125 | 115 | 105 | 95 |

(W&IC 2181; AGO NS5164)

361-30 SUSPENSION PROCEDURE
OAS, ANB, APSB**361-30**

The board of supervisors may for cause, and upon instructions to do so by the SDSW, shall cancel, suspend, or revoke aid except that an initial payment may not be suspended. (W&IC 2220, 3078.5, 3460, FSS-Admin.) The recipient shall be immediately notified of the county's action, the reason therefor, and the right of appeal therefrom. (See Sec. 361-80, Notification to Recipient of Change in Grant.) (W&IC 2220.5)

Aid shall be suspended by the county when there is neither proof of continued eligibility nor proof of ineligibility. Suspension is the process whereby delivery of a warrant is withheld beyond the month for which the warrant is issued while circumstances which raise question regarding the recipient's continued eligibility are investigated. Upon completion of the investigation suspended warrants are either released to the recipient or canceled. Discontinuance of aid differs from suspension in that aid is discontinued only when the information establishes ineligibility for continued aid. An initial warrant may not be suspended. (See Sec. 361-50, Discontinuance of Aid.)

Action authorizing the suspension of aid shall be taken by the board of supervisors not later than the first meeting of the month following that for which delivery of a warrant is withheld. Exception: When the county welfare department establishes eligibility prior to the first board of supervisors' meeting of the month following that for which delivery of a warrant is withheld, the warrant may be released without the necessity of board action authorizing the suspension of aid, provided the warrant is delivered on or before the date of such board meeting.

Upon request of the SDSW, an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension, the date on which the board of supervisors approved the suspension, and the progress made toward establishing eligibility.

When delivery of a warrant has been withheld but eligibility is subsequently established and the warrant is delivered on or before the last day of the month for which it is issued, suspension action is not necessary. (See Sec. 361-30, Notification to Recipient of Change in Grant.)

In ANB and APSB, aid shall not be discontinued or suspended upon receipt of a Physician's Report of Eye Examination (Form Bl 227) which raises question as to the degree of blindness. Such a report shall be considered as conflicting evidence of eligibility in that one or more Forms Bl 227 indicating eligibility were previously obtained. The procedure outlined in Sec. 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination, shall be followed.

When information which raises question regarding continued eligibility makes it advisable to withhold delivery of the warrant for a particular month

(Section Continued on Next Page)

361-25 (Continued)

361-25

10. When the SDSW concurs in a county recommendation that retroactive aid be paid or when the county concurs in a SDSW recommendation that retroactive aid be paid in appeals involving degree of blindness. (See Sec. 325-42, Stipulated Appeals.)
11. When payment was made in conformity with the authorized award but the county subsequently determined that the recipient was eligible for a greater amount, the county shall grant retroactive aid provided the board of supervisors can authorize the additional amount due before the end of the second month following that in which underpayment occurred.

The elapsed time may be such that the county cannot authorize the additional amount due before the end of the second month following that in which underpayment occurred. Under these circumstances the county may grant the additional amount due without the necessity of appeal or SDSW concurrence provided the board of supervisors can authorize the additional aid before the expiration of one year, including the month in which the recipient was underpaid.

(See Sec. 627-30, Federal Participation.) (W&IC 2140, 2220, 3075, 3078.5, 3460; AGO NS 4670; FSS-Admin.)

627-10 CHARTS OF FINANCIAL PARTICIPATION IN GRANTS OF AID
OAS, ANB, APSB, ANC

627-10

Old Age Security

| PERIOD COVERED | MAXIMUM GRANT | MAXIMUM FEDERAL BASIS | RATIO OF PARTICIPATION | | |
|-----------------------|------------------|-----------------------------|-------------------------------|------------------|------------------|
| | | | FEDERAL SHARE | STATE SHARE | COUNTY SHARE |
| 7/1/50 thru | \$75 | \$50 | 1/2 up to \$50 plus \$5 | 6/7 of Remainder | 1/7 of Remainder |
| 1/1/49 thru 6/30/50 | 75 | 50 | 1/2 up to \$50 plus \$5 | Remainder | None |
| 10/1/48 thru 12/31/48 | 65 | 50 | 1/2 up to \$50 plus \$5 | 6/7 of Remainder | 1/7 of Remainder |
| 8/1/47 thru 9/30/48 | 60 | 45 | 1/2 up to \$45 plus \$2.50 | 6/7 of Remainder | 1/7 of Remainder |
| 10/1/46 thru 7/31/47 | 55 | 45 | 1/2 up to \$45 plus \$2.50 | 5/6 of Remainder | 1/6 of Remainder |
| 7/1/43 thru 9/30/46 | 50 | 40 | 1/2 up to \$40 | 5/6 of Remainder | 1/6 of Remainder |
| 1/1/40 thru 6/30/43 | 40 | 40 | 1/2 up to \$40 | 1/2 of Remainder | 1/2 of Remainder |
| 4/1/36 thru 12/31/39 | 35 | 30 | 1/2 up to \$30 | 1/2 of Remainder | 1/2 of Remainder |
| 9/15/35 thru 3/31/36 | 35 | 0 | None | 1/2 of Grant | 1/2 of Grant |
| 1/1/30 thru 9/14/35 | 30 | 0 | None | 1/2 of Grant | 1/2 of Grant |

Regular cases (Code R) - Shares are computed according to the chart.

Non-federal cases (Code X) - The state and county participate in the total amount of the grant up to the maximum grant according to their respective ratios.

Non-county cases (Code N) - The state pays the remainder of the grant after deducting the federal share.

Non-county, non-federal cases (Code S) - The state pays the total amount of the grant.

(Section Continued on Next Page)

627-00 DEFINITION OF TYPES OF CASES WITH RESPECT TO FINANCIAL
PARTICIPATION BY FEDERAL, STATE, OR COUNTY GOVERNMENT
OAS, ANB, APSB, ANC

627-00

The status of a recipient on a voucher claim is denoted by the following standard terminology, and claim shall be made accordingly:

1. Regular (also termed regular-eligible in ANC) is that in which the required period of county residence has been acquired and federal eligibility requirements have been met. The federal, state and county governments participate in payments for these cases.
2. Non-county (also termed non-county-eligible in ANC) is that in which the required period of county residence has not been acquired. The federal and state governments participate in payments for these cases.
3. Non-federal (also termed regular-ineligible in ANC) is that in which federal eligibility requirements have not been met. The state and county governments participate in payments for these cases.
4. Non-county-non-federal (also termed non-county-ineligible in ANC) is that in which the required period of county residence has not been acquired and federal eligibility requirements have not been met. Only the State Government participates in payments for these cases.

A county institutional case in OAS and ANB is one in which the state pays to the county the state share of OAS or ANB the recipient was receiving at the time of his entrance into the county hospital or infirmary. (W&IC 1556, 1556.5, 2140, 2160.7, 2189, 3044.1, 3087.3, 3482)

Aid to Partially Self-supporting Blind Residents

| PERIOD COVERED | MAXIMUM GRANT | RATIO OF PARTICIPATION * | |
|----------------------|---------------|--------------------------|--------------|
| | | STATE SHARE | COUNTY SHARE |
| 2/1/49 thru | \$85 | 5/6 of Grant | 1/6 of Grant |
| 10/1/47 thru 1/31/49 | 75 | 5/6 of Grant | 1/6 of Grant |
| 3/1/47 thru 9/30/47 | 65 | 1/2 of Grant | 1/2 of Grant |
| 9/15/45 thru 2/28/47 | 60 | 1/2 of Grant | 1/2 of Grant |
| 7/1/41 thru 9/14/45 | 50 | 1/2 of Grant | 1/2 of Grant |

*There is no federal participation in APSB.

Regular cases (Code R) - Shares are computed according to the chart.

Non-county cases (Code N) - The state pays the total amount of the grant.

(Section Continued on Next Page)

627-10 (Continued)

627-10

Aid to Needy Blind

| PERIOD COVERED | MAXIMUM GRANT | MAXIMUM FEDERAL BASIS | RATIO OF PARTICIPATION | | |
|-----------------------|---------------|-----------------------|----------------------------|------------------|------------------|
| | | | FEDERAL SHARE | STATE SHARE | COUNTY SHARE |
| 7/1/50 thru | \$85 | \$50 | 1/2 up to \$50 plus \$5 | 3/4 of Remainder | 1/4 of Remainder |
| 1/1/49 thru 6/30/50 | 85 | 50 | 1/2 up to \$50 plus \$5 | Remainder | None |
| 10/1/48 thru 12/31/48 | 80 | 50 | 1/2 up to \$50 plus \$5 | 3/4 of Remainder | 1/4 of Remainder |
| 10/1/47 thru 9/30/48 | 75 | 45 | 1/2 up to \$45 plus \$2.50 | 3/4 of Remainder | 1/4 of Remainder |
| 3/1/47 thru 9/30/47 | 65 | 45 | 1/2 up to \$45 plus \$2.50 | 1/2 of Remainder | 1/2 of Remainder |
| 10/1/46 thru 2/28/47 | 60 | 45 | 1/2 up to \$45 plus \$2.50 | 1/2 of Remainder | 1/2 of Remainder |
| 9/15/45 thru 9/30/46 | 60 | 40 | 1/2 up to \$40 | 1/2 of Remainder | 1/2 of Remainder |
| 1/1/40 thru 9/14/45 | 50 | 40 | 1/2 up to \$40 | 1/2 of Remainder | 1/2 of Remainder |
| 7/1/36 thru 12/31/39 | 50 | 30 | 1/2 up to \$30 | 1/2 of Remainder | 1/2 of Remainder |
| 8/14/29 thru 6/30/36 | 50 | 0 | None | 1/2 of Grant | 1/2 of Grant |

Regular cases (Code R) - Shares are computed according to the chart.

Non-federal cases (Code X) - The state and county participate in the total amount of the grant up to the maximum grant according to their respective ratios.

Non-county cases (Code N) - The state pays the remainder of the grant after deducting the federal share.

Non-county, non-federal cases (Code S) - The state pays the total amount of the grant.

(Section Continued on Next Page)

627-10 (Continued)

627-10

Aid to Needy Children (Boarding Homes and Institutions)

| PERIOD COVERED | MAXIMUM STATE BASIS * | RATIO OF PARTICIPATION | |
|----------------------|--|---------------------------|--------------|
| | | STATE SHARE | COUNTY SHARE |
| 10/1/47 thru | \$72 for first child, \$36 for each addi- tional child in the home. | 2/3 of Grant | 1/3 of Grant |
| 10/1/39 thru 9/30/47 | \$22.50 for each child in the home. | 2/3 of Grant | 1/3 of Grant |
| 7/1/36 thru 9/30/39 | \$20 for each child in the home. | 1/2 of Grant | 1/2 of Grant |
| Prior to 7/1/36 | \$10 for each child in the home. | Total amount of grant. | None |

*Any amount paid over the maximum state basis is county supplemental aid.
There is no federal participation in ANC payments made to children in
boarding homes or institutions.

Regular cases (Code R) - Shares are computed according to the chart. Exclude
county supplemental aid.

Non-county cases (Code N) - The state pays the total amount of the grant
(excluding county supplemental aid).

(W&IC 1510, 1511, 1553, 1554, 2020, 2021, 2186, 2187, 3025, 3042, 3084, 3087, 3087.1, 3420,
3432, 3472, 3480; FSS-Act)

627-10 (Continued)

627-10

Aid to Needy Children (Voucher)

| PERIOD COVERED | MAXIMUM STATE BASIS * | | MAXIMUM FEDERAL BASIS | RATIO OF PARTICIPATION | | |
|-----------------------|---|---|---|---|------------------------|------------------|
| | REGULAR CASES | NON-FEDERAL CASES | | FEDERAL SHARE | STATE SHARE | COUNTY SHARE |
| 10/1/48 thru | \$88.50 for first child, \$48 for each additional child in family budget unit. | \$72 for first child, \$36 for each additional child in the home. | \$27 for first child, \$18 for each additional child in family budget unit. | 1/2 up to maximum Federal basis plus \$3 for each child. | 2/3 of Remainder | 1/3 of Remainder |
| 10/1/47 thru 9/30/48 | \$85.50 for first child, \$45 for each additional child in family budget unit. | \$72 for first child, \$36 for each additional child in the home. | \$24 for first child, \$15 for each additional child in family budget unit. | 1/2 up to maximum Federal Basis plus \$1.50 for each child. | 2/3 of Remainder | 1/3 of Remainder |
| 10/1/46 thru 9/30/47 | \$36 for first child, \$31.50 for each additional child in family budget unit. | \$22.50 for each child. | \$24 for first child, \$15 for each additional child in family budget unit. | 1/2 up to maximum Federal Basis plus \$1.50 for each child. | 2/3 of Remainder | 1/3 of Remainder |
| 1/1/40 thru 9/30/46 | \$31.50 for first child, \$28.50 for each additional child in family budget unit. | \$22.50 for each child. | \$18 for first child, \$12 for each additional child in family budget unit. | 1/2 up to maximum Federal Basis. | 2/3 of Remainder | 1/3 of Remainder |
| 10/1/39 thru 12/31/39 | \$28.50 for first child, \$26.50 for each additional child in family budget unit. | \$22.50 for each child. | \$18 for first child, \$12 for each additional child in family budget unit. | 1/3 up to maximum Federal Basis. | 2/3 of Remainder | 1/3 of Remainder |
| 7/1/36 thru 9/30/39 | \$20 for each child in family budget unit. | \$20 for each child. | \$18 for first child, \$12 for each additional child in family budget unit. | 1/3 up to maximum Federal Basis. | 1/2 of Remainder | 1/2 of Remainder |
| Prior to 7/1/36 | None. | \$10 for each child in the home. | None. | None. | Total amount of grant. | None |

*Any amount paid over the maximum state basis is county supplemental aid.

Regular cases (Code R) - Shares are computed according to the chart. Exclude county supplemental aid.

Non-federal cases (Code X) - The state and county participate in the total amount of the grant (excluding county supplemental aid) according to their respective ratios.

Non-county cases (Code N) - The state pays the remainder of the grant (excluding county supplemental aid) after deducting the federal share.

Non-county, non-federal cases (Code S) - The state pays the total amount of the grant (excluding county supplemental aid).

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627-30 FEDERAL PARTICIPATION
OAS, ANB, ANC

627-30

Basis for Federal Participation and Actual Federal Share:OAS, ANB

In OAS and ANB the maximum basis for federal participation is \$50. (There is no federal participation in the APSB program.) The actual federal share is: $\frac{3}{4}$ of \$20, plus $\frac{1}{2}$ of the difference between the amount paid (not counting excess over \$50) and \$20. If the grant is less than \$20, $\frac{1}{2}$ of the difference between the grant and \$20 is deducted from $\frac{3}{4}$ of \$20. The maximum federal share is \$30.

The short formula for computing the federal share is: $\frac{1}{2}$ the amount paid (not counting excess over \$50) plus \$5.

Example A: OAS grant \$65, federal basis \$50; or ANB grant \$80, federal basis \$50

Regular formula

$$\begin{aligned}\frac{3}{4} \times \$20 &= \$15.00 \\ \frac{1}{2} \times (\$50 - \$20) &= \$15.00 \\ \text{Federal share} &= \$15 + \$15 = \$30.00\end{aligned}$$

Short formula

$$\text{Federal Share} = (\frac{1}{2} \times \$50) + \$5 = \$25 + \$5 = \$30.00$$

Example B: Grant \$17, federal basis \$17

Regular formula

$$\begin{aligned}\frac{3}{4} \times \$20 &= \$15.00 \\ \frac{1}{2} \times (\$17 - \$20) &= -\$1.50 \\ \text{Federal share} &= \$15.00 - \$1.50 = \$13.50\end{aligned}$$

Short formula

$$\text{Federal share} = (\frac{1}{2} \times \$17) + \$5 = \$8.50 + \$5 = \$13.50$$

Example C: Grant \$4, federal basis \$4

Regular formula

$$\begin{aligned}\frac{3}{4} \times \$20 &= \$15.00 \\ \frac{1}{2} \times (\$4 - \$20) &= -\$8.00 \\ \text{Federal share} &= \$15 - \$8 = \$7.00\end{aligned}$$

Short formula

$$\text{Federal share} = (\frac{1}{2} \times \$4) + \$5 = \$2 + \$5 = \$7.00$$

ANC

In determining the maximum basis on which the federal share is computed in ANC, the total grant to a family budget unit is considered. The maximum Federal basis is \$27 for one child and \$18 for each additional eligible child in the family budget unit. Therefore, if there is one eligible child in a family budget unit, the maximum basis for federal participation is \$27; if there are two eligible children in the family budget unit, the maximum basis for federal participation is \$45, if there are three eligible children, the maximum basis is \$63, etc.

(Section Continued on Next Page)

**627-25 COUNTY INSTITUTIONAL SUBVENTION CLAIM UNDER W&IC 2160.7
AND 3044.1
OAS, ANB****627-25**

Institutional Subvention Claims are for state payments to counties for medical, hospital or infirmary care extended to former recipients of OAS or ANB (APSB excluded) in county institutions. (See Sec. 165-00, Subvention for Hospital or Infirmary Care.) These claims consist of the following forms:

1. Aid Affidavit, Form AB 800H, (to be submitted in triplicate) certifies to the total amount of state subvention claimed.
2. Claim, Form AB 801 H (to be submitted in duplicate) lists the names and state case numbers of the persons for whom subvention is claimed, and indicates the month(s) claimed for each person. This form is also used to make adjustments covering any prior overclaims or underclaims. Opposite each such item a short explanation shall be given of the reason for making the adjustment.

Only one claim for each calendar quarter shall be filed for each program, OAS and ANB. Each claim shall include all persons for whom county institutional subvention has been authorized in accordance with Secs. 165-00 and 165-15, and who were confined in county hospitals or infirmaries during the months in the calendar quarter covered by the claim. The quarterly claim shall be submitted to the SDSW in the number of copies stated above, not later than the tenth of the month following the end of the quarter for which subvention is claimed.

Enter an "X" in the proper column on the claim, Form AB 801 H, to indicate each month for which subvention is being claimed for each former recipient. The total number of persons shown for each month on Form AB 801 H is carried forward to the Affidavit, Form AB 800 H, on which is computed the total amount of subvention to be claimed.

Supplemental claims for prior months subsequent to September 30, 1949, shall be listed at the end of the claim for the current quarter. The month(s) for which each claim is made shall be clearly indicated. The number of persons on the supplemental claims shall be added separately on the claim, Form AB 801 H, and carried forward to the Affidavit, Form AB 800 H, in the appropriate item.

Supplemental claims for months prior to October 1949 shall not be included on the current forms. Such claims shall be submitted separately on Forms AB 800 H and AB 801 H, revised July 1948, which apply to that period.

The following are the amounts of state subvention allowable per recipient for the different periods:

Effective March 1, 1950, \$35.20 per month, or portion of a month. October 1, 1949, through February 28, 1950, \$27.50 per month, or portion of a month.

Prior to October 1, 1949, the state share of the grant the recipient was receiving when he entered the institution, with no overlapping of aid and subvention.

(W&IC 2140, 2160.7, 3044.1, 3075; AGO NS5350)

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
July 10, 1950

IN REPLY PLEASE REFER
TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

In the Office of the Secretary of State
of the State of California

JUL 10 1950

At 3 o'clock P.M.
FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Aid to Needy Children Manual Letter No. 2.

Section C-530 was previously filed with your office on June 30, 1950. It is now being sent to you in the form of manual pages.

Very sincerely yours,

C. I. Schottland

Charles I. Schottland
Director

Attachments

Certified as a ilation (or
Regulations of the

State Department of Social Welfare

(Name of State Agency)

C. S. Schottland

(Signature)

Director

(Title)

July 10, 1950

(Date)

3 CA

CHARLES I. SCHOTTLAND
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
July 7, 1950

AID TO NEEDY CHILDREN MANUAL LETTER NO. 2

The attached revisions numbered 1 and 2 are to be entered in your copy of the Manual of Policies and Procedures - Aid to Needy Children and the revision numbers canceled on the inside of the Manual cover.

These revisions were adopted by the Social Welfare Board on June 30, 1950. Sec. C-356 is effective July 15, 1950, and Sec. C-530 is effective July 1, 1950.

Sec. C-356 has been revised to incorporate the provisions of Chapter 30, Statutes of 1950, First Extraordinary Session, which requires that the parent of a child receiving, or applying for, ANC assist law enforcement officers in enforcing the obligation of the absent parent for support of the child.

Sec. C-530, as revised, retains the mandatory requirement that underpayment during the last two months be adjusted by payment of retroactive aid; it now permits the county to grant additional aid for earlier months without the necessity of appeal or SDSW concurrence, provided the board of supervisors can authorize the additional aid within one year.

A printing error was made on the Federal Participation separator in the Determination of Eligibility Chapter. The page heading should read "Determination of Eligibility - Federal Participation" instead of "Determination of Eligibility - Property."

FILED
In the Office of the Secretary of State
of the State of California

JUL 10 1950

At 3 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By [Signature] Deputy

C-356 (Continued)

C-356

B. RESPONSIBILITY OF PUTATIVE FATHER

Establishment of paternity is not required in order to grant assistance or to help the family make living plans. If the father of the child is not married to the mother, the county shall obtain from the mother such information concerning him as she is able and willing to provide. Desirable information includes the name of the putative father, his whereabouts, his attitude toward the mother's situation and the child, his attitude toward supporting the child, whether paternity has been acknowledged or legally established, whether any financial settlement or arrangement has been made, his financial circumstances and responsibilities, etc. If, from the discussion of the situation with the mother, it is determined that efforts to secure support or additional support from the putative father would be fruitless, or that such efforts would be contrary to the best interests of the families or children involved (i.e., the family and other children, if any, of the putative father; the family and other children, if any, of the mother; or the child himself), no further action is necessary. The mother may wish to undertake further negotiation with the putative father herself or she may request and authorize the county to do so.

If it is determined that legal action would be desirable, the county shall refer the mother to the proper legal agency for actions such as locating the absent parent, determination of paternity, or obtaining financial support.

C. RESPONSIBILITY OF MINORS

Ordinarily the father and mother are entitled to custody, services, and earnings of the unmarried minor child. The mother is entitled to the custody, services, and earnings of an illegitimate child. The earnings of a minor shall be considered income to the family budget unit, unless the child is emancipated.

The parents may relinquish to the child the right of controlling him and receiving his earnings. Such a release is called emancipation. The parent may emancipate the minor as to his entire earnings or income and yet retain full parental control of him in all other respects; the emancipation may be either expressed or implied; that is, it may be expressed in writing or orally, or by the actions of the parent and child.

If it appears that the emancipation was made for the purpose of qualifying a member of the family for assistance or for a greater amount of assistance than that to which they would otherwise be entitled, such emancipation shall be considered ineffectual.

There is a presumption that a child living under the parental roof is not emancipated, and, in order to establish emancipation in such instances, clear and convincing evidence sufficient to refute the presumption must be presented. Such evidence may be that emancipation was made prior to the application for assistance or that the need of assistance was due entirely to factors other than the emancipation.

(Section Continued on Next Page)

C-356 (Continued)

C-356

For purposes of ANC, the word "father" includes:

1. The father not married to the mother
2. The divorced father, whether or not he has custody
3. The father of an unborn child, whether or not he is married to the mother
4. The mother's husband unless the presumption of paternity has been refuted

The mother shall not be required to work to provide partial or full support for her children.

If deprivation of parental support or care is due to the death, continued absence, or incapacity of the mother, and the father cannot meet living expenses according to the ANC standard, assistance shall be granted as long as the children are otherwise eligible. If the father is remaining at home to care for his family, he shall be assisted in planning for the care of his family so that he may accept available employment.

If one or both parents are absent, the total financial resources of both parents shall be determined if possible. Usually the applicant is able to provide information about the absent parent, his resources, and his interest in the child, such as:

1. Whereabouts of the absent parent
2. Reason for his departure
3. His present occupation, income, resources
4. His known obligations, health, dependents
5. His interest in the family and attitude towards the child: Whether he writes home, visits, sends gifts or remembrances, and responds to family emergencies
6. Arrangement for support payments: Amount and regularity of their receipt and whether they are voluntary or by court order

If the parent with whom the child is living wilfully refuses to give the necessary information assistance shall be denied or discontinued.

The county shall make referral to the proper legal agency for obtaining financial support from the absent parent unless the county determines that such action would be unproductive or would jeopardize the welfare of the child. If a parent with whom the child is living or who has custody or control of the child refuses to provide information or assistance required by law enforcement officers, assistance shall be denied or discontinued.

(Section Continued on Next Page)

C-533 DECREASE IN THE ASSISTANCE PAYMENT

C-533

A. REQUIREMENTS

The assistance payment shall be decreased whenever it is determined that the authorized assistance payment is more than the amount by which total need exceeds the net income. Decrease in the assistance payment shall be effected as soon as administratively possible after it is determined that the authorized payment is, or will be, in excess of the budgetary deficit. If the decrease is not effected in the month in which the circumstances changed, an overpayment results and is subject to adjustment or repayment.

The assistance payment shall be decreased (or discontinued) to adjust for overpayment due to ineligibility.

Decrease in the assistance payments to adjust for overpayment in prior months shall be waived if the county determines that such an adjustment would cause hardship to the family. Hardship would apply in cases in which the money had been used by the family, the decreased assistance payment would not meet the current monthly expenses, and the family does not have personal property or other resources to meet the current expenses. If the county determines that hardship would result because of a decrease in the assistance payment to adjust for overpayment, no adjustment within the current adjustment period shall be made and assistance shall continue in the amount necessary to meet current needs. The county shall record in the narrative the basis for the determination that hardship would occur. The application of this exception shall in no way alter the provisions for repayment of overpayments of assistance, which shall be applied.

B. DECREASE DUE TO INCREASED INCOME OR DECREASED NEED

If the exact amount of net income and total need for a given month are known sufficiently in advance, the necessary decrease in the assistance payment shall be made for the month in which income is expected to be received or decrease in need is anticipated.

Example: On January 10 the county determines that a family will receive \$20 as a first payment on industrial compensation insurance on or about February 15. Total need less the increased net income will result in a decrease in the deficit in the family budget by \$20 for February. Therefore, the assistance payment for February shall be decreased to that amount by which the total need exceeds the net income.

(Section Continued on Next Page)

C-524 (Continued)

C-524

Example 6: Counseling with respect to home management may be desired. Mothers may not be well informed on nutritional requirements and how the amount included in the budget for food may be used to provide maximum nutritional benefits. Similarly a mother may wish information concerning clothing or textiles and other aspects of household management and operation. The ANC budget permits little margin of choice, and poor buying may result in real losses to the family. Such counseling should be given to the mother or caretaker by the county worker if it is desired and if the mother is free to accept or reject the advice and to expend the assistance payment as she wishes. The use by the county of its power to provide or withhold assistance through treats or penalties associated with counseling results in restricted payments. (W&IC 1560, FSS-Admin.)

C-527 CHANGES IN ASSISTANCE PAYMENTS - GENERAL

C-527

The assistance payment shall be increased, decreased, discontinued, or restored to reflect any change in need, income, or continuing eligibility for assistance. The amount of the assistance payment shall be redetermined whenever there is a change in need or income. (W&IC 1560)

C-530 INCREASE IN THE ASSISTANCE PAYMENT

C-530

The assistance payment shall be increased as soon as administratively possible whenever it is determined that the authorized assistance payment is less than the amount by which total need exceeds the available net income.

The assistance payment shall be increased retroactively (in a subsequent month for some preceding month) if:

1. The payment was made in the amount authorized, but eligibility for a larger amount is subsequently determined due to a change in need or income, provided it is administratively possible to secure action of the board of supervisors before the end of the second month following that in which the underpayment occurred and provided the warrant for retroactive assistance would total \$1.00 or more. However, if it is not possible to secure action by the board of supervisors before the end of the second month, such action may be taken before the end of one year, including the month in which the underpayment occurred.

Example: ANC in the amount of \$150 was paid for October to meet the budget deficiency for a family of mother and four children. On November 10, the county learned that the family took out their first life insurance policy on October 1 on which the amount of the monthly premium was \$4, thereby increasing the need for October by \$4. The board of supervisors shall grant \$4 retroactive assistance for October and \$4 for November. Action shall be taken in November or December or if through error such action is not taken during this period, it may be taken before the next October 1.

2. A retroactive increase is granted upon appeal to the SDSW or if the SDSW concurs in the county's recommendation that the appeal be adjusted by payment of retroactive increase without hearing by the SSWB.

For procedures for correcting a payment made for a lesser amount than the amount authorized, see Sec. C-545, Corrective Payments. (W&IC 1560)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
July 11, 1950

IN REPLY PLEASE REFER
TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of regulations issued by the
State Department of Social Welfare with Adoption Manual Letter No. 21.

This material was previously filed with your office on
June 30, 1950. It is now being sent to you in the form of manual pages.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

Attachments

FILED

In the Office of the Secretary of State
of the State of California

JUL 13 1950

At 11 o'clock a M.
FRANK M. JORDAN, Secretary of State
By [Signature] Deputy

Certified as regulation (or
Regulations of the

Dept of Social Welfare
(Name of State Agency)

R. D. Schuttland

(Signature) 1-

Director
(Title)

7-11-50
(Date)

CHARLES I. SCHOTTLAND
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 7, 1950

ADOPTION MANUAL LETTER NO. 21

The attached manual page is to be entered in your copy of the Adoption Manual.

New Sec. 2435-00 has been added to furnish guidance in making plans for hard-to-place children when it appears improbable that a suitable home will be found.

This section was adopted by the Social Welfare Board on June 30, 1950.

The present cover of the Adoption Manual is to be replaced by the attached revised cover.

Attachment

FILED
In the Office of the Secretary of State
of the State of California

JUL 13 1950

At 11 o'clock AM
By FRANK M. JORDAN, Secretary of State
[Signature] Deputy

2435-00 (Continued)

2435-00

3. Hard-to-place children for whom parents request service

The public agency, with its related services publicly financed, may be in a better position than the private agency to accept the child who will require indefinite care before placement. An agency may refuse to accept a child for adoption service, however, if his physical or mental condition is such that it is doubtful that he can ever be placed for adoption, or if the agency already has a number of children in the same minority group for whom homes cannot be found.

If the agency accepts the child, the case may be handled in either of the following ways:

- a. The child welfare unit or other unit handling intake of parents may refer the parents to another unit of the agency other than the adoption unit, even though they may wish to relinquish the child for adoption.
- b. The adoption unit may accept the child conditionally if it is agreed between the agency and the parents that if adoption placement is not possible the parents may be asked later to participate further in planning for the child. If there is danger that the parent may leave the community, the agency may take the relinquishment and enter into an agreement with the parent that the relinquishment will not be filed until a home can be found for the child. If this is done, the parent should be asked to keep in touch with the agency until a final decision can be reached in regard to the plan for the child. If the parent should disappear without leaving an address and cannot be located, the agency should either file the relinquishment or have the child made a ward of the court, as the unfiled relinquishment would not have the effect of giving the agency legal custody and control of the child.

2435-00 PLANNING FOR HARD-TO-PLACE CHILDREN

2435-00

The adoption agency will frequently be requested to accept for placement a child who because of age, some physical or emotional handicap, or membership in a minority group, cannot be placed readily. The agency will desire to provide service, recognizing that basically a child is adoptable if suitable parents can be found for him. If the agency does not have a suitable home to meet the needs of the child, another agency may be able to assist in finding a home and working out cooperative arrangements for placement, and this resource should be thoroughly explored before a substitute plan is made.

The following statements will serve as basic guides in making plans for such children when it appears improbable that a suitable adoptive home will be found:

1. Children accepted for adoption service and not placeable within a reasonable length of time

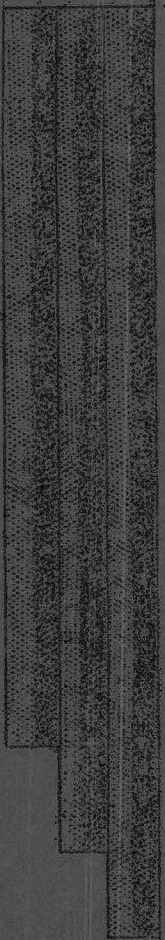
In a public agency, these children should be transferred to ANC, GR, or the foster home unit for continuing service and responsibility. The relinquishment to the agency is broad enough to include indefinite foster home care rather than adoption, if an adoptive placement cannot be made.

- a. If the difficulty is in locating a home for the child and it has not been possible to find a home through another adoption agency, his name should be kept in the adoption unit in an active file of children for whom homes need to be recruited so that he may be considered regularly in connection with applications received and approved. It might be well also to have the responsibility for finding a home for the child definitely assigned to a worker in the unit.
- b. If the obstacle is in regard to the child himself, that is, he is not legally free for adoption, is of questionable heredity, or there is a negative health or emotional condition, the unit to which he is transferred should be responsible for follow up and later referral back to the adoption unit when the obstacle is cleared. The adoption unit, however, should keep a signal file on all such children in order that they may not be overlooked.

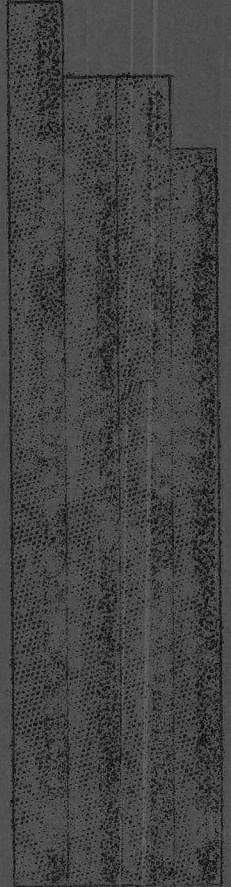
2. Children under the care of a Probation Officer or another agency for whom the agency requests adoption service

The adoption agency may accept the child under care immediately on referral or it may leave the child in the care of the referring agency while a suitable home is selected or recruited for the child. If, for any reason, the child proves to be unplaceable after being accepted for care by the agency, his welfare should be the determining factor in whatever plans are made for him. The adoption unit may transfer him to another unit of the agency or it may return him to the agency by which he was originally referred.

(Section Continued on Next Page)



MANUAL OF ADOPTION POLICIES AND PROCEDURES



State of California
Department of Social Welfare
Sacramento

ADOPTIONS

METHOD OF PLACING REVISIONS AND NEW MATERIAL IN THE MANUAL

In order to provide for the insertion of revised or new material in the manual two notations are used as follows:

1. "Issued" and the date of issuance. This is used when the material is presented for the first time. When a page is noted as "Issued" it should be placed in the manual in its proper numerical order.
2. "Revised" and the date of revision. This is used when the page or part of the material appearing on the page already issued is being revised. A vertical line in the margin of the corrected page is placed opposite the line or lines which have been revised. When a section or a part of a section is noted as "Revised" the corresponding page or pages in the manual should be removed and the revised page or pages inserted in their place.
3. "Reissued" and the date. This is used when a complete chapter or the entire manual is being reissued. Material reissued will not have the changes indicated with lines as the notation "Reissued" is an indication that the entire chapter has been rewritten.

NUMBERING OF REVISIONS. Each revision will be numbered in sequence as released. It is important that the holder of this manual check off the corresponding numbered revisions, as received, on the revision record below. The State Department of Social Welfare should be notified in the event a revision number is passed without receipt of the corresponding numbered sheet.

REVISION RECORD

| | | | | | | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 118 | 137 | 156 | 175 | 194 | 213 | 232 | 251 | 270 | 289 | 308 | 327 | 346 | 365 |
| 119 | 138 | 157 | 176 | 195 | 214 | 233 | 252 | 271 | 290 | 309 | 328 | 347 | 366 |
| 120 | 139 | 158 | 177 | 196 | 215 | 234 | 253 | 272 | 291 | 310 | 329 | 348 | 367 |
| 121 | 140 | 159 | 178 | 197 | 216 | 235 | 254 | 273 | 292 | 311 | 330 | 349 | 368 |
| 122 | 141 | 160 | 179 | 198 | 217 | 236 | 255 | 274 | 293 | 312 | 331 | 350 | 369 |
| 123 | 142 | 161 | 180 | 199 | 218 | 237 | 256 | 275 | 294 | 313 | 332 | 351 | 370 |
| 124 | 143 | 162 | 181 | 200 | 219 | 238 | 257 | 276 | 295 | 314 | 333 | 352 | 371 |
| 125 | 144 | 163 | 182 | 201 | 220 | 239 | 258 | 277 | 296 | 315 | 334 | 353 | 372 |
| 126 | 145 | 164 | 183 | 202 | 221 | 240 | 259 | 278 | 297 | 316 | 335 | 354 | 373 |
| 127 | 146 | 165 | 184 | 203 | 222 | 241 | 260 | 279 | 298 | 317 | 336 | 355 | 374 |
| 128 | 147 | 166 | 185 | 204 | 223 | 242 | 261 | 280 | 299 | 318 | 337 | 356 | 375 |
| 129 | 148 | 167 | 186 | 205 | 224 | 243 | 262 | 281 | 300 | 319 | 338 | 357 | 376 |
| 130 | 149 | 168 | 187 | 206 | 225 | 244 | 263 | 282 | 301 | 320 | 339 | 358 | 377 |
| 131 | 150 | 169 | 188 | 207 | 226 | 245 | 264 | 283 | 302 | 321 | 340 | 359 | 378 |
| 132 | 151 | 170 | 189 | 208 | 227 | 246 | 265 | 284 | 303 | 322 | 341 | 360 | 379 |
| 133 | 152 | 171 | 190 | 209 | 228 | 247 | 266 | 285 | 304 | 323 | 342 | 361 | 380 |
| 134 | 153 | 172 | 191 | 210 | 229 | 248 | 267 | 286 | 305 | 324 | 343 | 362 | 381 |
| 135 | 154 | 173 | 192 | 211 | 230 | 249 | 268 | 287 | 306 | 325 | 344 | 363 | 382 |
| 136 | 155 | 174 | 193 | 212 | 231 | 250 | 269 | 288 | 307 | 326 | 345 | 364 | 383 |

COPY NO. 124

Title 22, Ch. 2

Earl Warren
Governor

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STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
July 18, 1950

IN REPLY PLEASE REFER
TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Aid to Needy Children Manual Letter No. 3.

These regulations were adopted by the State Social Welfare on June 29, 1950, and on July 13, 1950, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 1560 and are filed in accordance with provisions of Section 11380 of the Government Code, and are effective July 15, 1950.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

Attachments

FILED

In the Office of the Secretary of State
of the State of California

JUL 18 1950

At 4:15 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Deputy

CHARLES I. SCHOTTLAND
DirectorEARL WARREN
GovernorSTATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE616 K STREET
SACRAMENTO 14
July 15, 1950**FILED**in the Office of the Secretary of State
of the State of California

JUL 18 1950

At 4:15 P. M.

BANK M. JORDAN, Secretary of State

[Signature]
Deputy

AID TO NEEDY CHILDREN MANUAL LETTER NO. 3

The attached revisions numbered 3 through 22 are to be entered in your copy of the Manual of Policies and Procedures - Aid to Needy Children and the revision numbers canceled on the inside of the manual cover.

These revisions were approved by the Social Welfare Board on June 29, 1950, and on July 13, 1950, and are effective July 15, 1950.

New Sec. C-413 and revised Secs. C-125, C-130, C-155, C-400, C-406, C-412, C-415, C-466 and C-554 implement Chapter 47, Statutes of 1950, First Extraordinary Session, which was intended to minimize delay in granting of Aid to Needy Children to eligible children not actually living in the county of residence without involving them in the technicalities of county participation in the assistance payments.

The manual sections provide that applications be accepted and assistance granted in either the county of residence or the county in which the child is living. It also provides that, if application is granted in the county in which the child is living, transfer within a 180-day period shall be made to the county of residence and the county of residence shall be responsible for financial participation in the assistance payments if the child has acquired one year of residence therein.

Your attention is called to the rules for determining county residence of a child for purposes of Aid to Needy Children set forth in the Welfare and Institutions Code, Sec. 1526, and in Manual Sec. C-403, Definition of County Residence. It should be kept in mind that, if the child's residence is governed by that of another person, such as father, mother, or legal guardian, his residence can be changed only by the union of act and intent on the part of that person. Before residence can be established, it is necessary that there be physical presence and intent to establish residence in a certain place (on the part of the person governing the child's residence). The establishment of residence is not to be confused with required length of residence, which, for purposes of Aid to Needy Children is one year. One year's residence is required before the county of residence participates financially in the assistance payment.

Sec. C-409 is deleted.

C-115 (Continued)

C-115

of the juvenile court committed to the Youth Authority has been placed or is about to be placed on parole in a boarding home, the application may be completed by the parole officer of the Youth Authority and filed with the county of residence. The county welfare department may file an application for a child.

If children of the same parent are living in different homes, separate applications may be made for the group in each home, or one application may be made for all the children. (W&IC 1560)

C-120 PLACE OF APPLICATION

C-120

The application may be completed in the county welfare office, in the applicant's home or in another place satisfactory to both in the presence of a representative of the county. (W&IC 1560)

C-125 COUNTY OF APPLICATION

C-125

Application for a child shall be made either in the county in which the child is living or in which he has residence. The county in which application is made shall accept the application if either of these conditions is met and shall be responsible for determining eligibility and granting assistance.

Example 1: A widow and her three children moved to County B one month ago from County A where they had resided for five years prior to the move. The mother intends to remain in County B only for a period of several months. Application is accepted in County B, eligibility determined, and assistance granted or denied by county B.

Example 2: A grandmother with two grandchildren has been living in County A for 18 months. The children's father has residence in County B. While on a visit to the father, the grandmother filed application in County B, although she and the children will continue to live in County A. Application is accepted and assistance is granted or denied by County B. Had the grandmother filed in County A, application would have been accepted by County A.

Example 3: A widow and her three children moved to County B one month ago from County A where they had resided for five years prior to the move. The mother now intends to remain in County B. The mother and children have residence in County B since the time they arrived in County B with the intent to reside there. Application is accepted and assistance granted or denied in County B regardless of whether the mother has acquired the one year of residence required for county participation.

Example 4: A child is living with his grandmother in County A and application is made in County A. The child's father has been living in County B for years. The application is accepted and assistance granted or denied in County A.

If the child does not have residence in the county in which application is made and assistance granted, procedures for inter-county transfer under W&IC 1512(c) shall be used and a second application shall be taken for the county of residence. (See Sec. C-413, Procedure for Inter-County Transfers Under W&IC 1512(c))

(Section Continued on Next Page)

C-100 COUNTY RESPONSIBILITY IN THE APPLICATION PROCESS**C-100**

The county's responsibility in the application process is to receive applications, to assist applicants in securing evidence of eligibility, to determine eligibility or ineligibility, and to authorize and assure issuance of payments to eligible persons. (W&IC 1550, 1560)

C-105 DEFINITION OF APPLICATION AND RESTORATION**C-105****APPLICATION**

A request for ANC is considered an application when the Application, Form CA 200, has been completed, signed by the applicant, and filed with the county. (Application, Form CA 200A, from private institutions may be filed directly with the SDSW.)

RESTORATION

A request for ANC is considered a request for restoration if assistance for the same child has been discontinued by the same county within the preceding 12 months. (W&IC 1557, 1560)

C-110 RIGHT TO MAKE APPLICATION**C-110**

The provisions of the ANC law define the eligibility requirements. All persons acting on behalf of children, including unborn children, who believe the children meet these requirements have a right to apply for the benefits. The county shall accept the application even though the children appear to be ineligible, unless the applicant does not desire to continue with the application. (See Sec. C-130, When Application Is To Be Taken)

Persons acting on behalf of blind children 16 years of age or over have the right to choose the type of assistance for which they will apply. (W&IC 1560)

C-115 PERSON MAKING APPLICATION**C-115**

It is generally preferred that the person with whom the child is living sign the application. A parent, a guardian, a relative, or a person in loco parentis may sign an application for a child. If a child is in a boarding home or institution, the application preferably should be signed by the parent, the guardian, or the person responsible for the placement of the child. If a ward

(Section Continued on Next Page)

C-125 (Continued)

C-125

If an application for part of a family group is in process, or assistance is being paid for part of a family group, application or request for restoration of assistance for an additional child shall be made in the county processing the application or paying the assistance. If the second application made for purposes of inter-county transfer under W&IC 1512(c) is in process, the application or request for restoration of assistance shall be made in the county paying the assistance at the time.

If the residence of the child subject to regular transfer procedures is changed from a second to a third county before one year's residence is completed in the second county, the third county shall secure a signed application, if possible, prior to the completion of one year's absence from the first county.

(W&IC 1512, 1550, 1560)

C-130 WHEN APPLICATION IS TO BE TAKEN

C-130

The Application, Form CA 200, shall be signed by the applicant at the time of the first inquiry (i.e., at the time that the applicant first makes known the child's need) unless the child appears to be definitely ineligible under the law, and the applicant believes that the child does not qualify for assistance, and the applicant does not desire to continue with the application.

If assistance has been denied, or if it has been discontinued for a period of more than 12 months, a new application shall be completed except in any one of the following instances.

1. An application has been denied erroneously within 12 months (i.e., the county had information that the child was eligible but the application was denied because this information was misinterpreted or overlooked, or the application was denied before all reasonable sources of information as to eligibility had been exhausted).
2. Assistance is granted by the SSWB on appeal.
3. Assistance is requested for one or more children for whom assistance had previously been granted but whose assistance has been discontinued for more than one year while other children in the family have continued to receive assistance. In this instance, restoration of assistance may be effected by means of a Notice of Change, Form CA 232.

If ANC is requested for a child for whom no application has previously been made, or whose application has been denied, although other members of the family group are receiving ANC or the county is processing an application for them a new application shall be taken for the additional child.

(Section Continued on Next Page)

C-125 (Continued)

C-125

If county residence or non-county status has not been determined, assistance shall be granted on a regular basis, if the child is eligible, until such determination is made. If county residence is determined to be in another county, procedures for inter-county transfer under W&IC 1512(c) shall then be used. (See Sec. C-554, Payment of Assistance in Inter-County Transfers)

If the residence of a child is changed or a child moves after application is filed but before the beginning date of assistance, the county in which application is made shall be responsible for determining eligibility and granting assistance. The case shall then be transferred to the county of residence in accordance with procedures for inter-county transfer under W&IC 1512(c). Another application shall be secured by the county of application at the time transfer is initiated and forwarded to the county of residence. (See Sec. C-413, Procedure for Inter-County Transfer Under W&IC 1512(c))

If the residence of a child whose application was filed in the county in which he was living but not in the county of residence is changed to another county after assistance is granted but before inter-county transfer under W&IC 1512(c) has been completed, transfer procedure shall be initiated and the second application shall be forwarded to either:

1. The county in which the child had residence immediately prior to the date residence was changed, if that county is responsible for financial participation in the ANC payment, i.e., the child had residence of one year or more in that county on the date residence was changed.

OR:

2. The county of current residence if, immediately prior to the date residence was changed, the county in which the child had residence was not responsible for financial participation in the ANC payment, i.e., the child did not have residence of one year or more in that county on the date residence was changed. (See Sec. C-413, Procedure for Inter-County Transfer Under W&IC 1512(c))

If the residence of a child receiving assistance, whose case is not subject to transfer under W&IC 1512(c), is changed to another county, regular transfer procedure shall be used, and the second county shall, if possible, take an application well before the date assistance is to be discontinued by the first county at the completion of the one-year period. However, if assistance is being paid on a non-county basis by the first county, application shall be taken by the second county as soon as administratively possible. (See Sec. C-412, Procedure for Inter-County Transfer Under W&IC 1527)

If assistance for the entire family group is discontinued by the first county, subsequent to the family's change of residence to the second county, and restoration of assistance is requested, a new application shall be taken by the second county.

(Section Continued on Next Page)

C-135 THE APPLICATION INTERVIEW

C-135

At the time of the application interview or first inquiry, the applicant makes known the child's need for assistance. This is an especially important interview because the impression received by the applicant is carried over to future county relationships. The applicant may not know the exact nature or kind of assistance he is requesting for the child or may have erroneous preconceptions of the ANC program. This interview provides an opportunity for the mutual discussion of the child's needs and the assistance programs for which he may be eligible.

An understanding of the conditions of eligibility and the information necessary to establish eligibility is essential to the applicant. In addition, an understanding of the agency's responsibilities and limitations in carrying out the provisions of the law will help forestall future misunderstandings and make the process of determination of eligibility easier. The county should include an explanation that exploration of the facts concerning eligibility is a joint responsibility of the applicant and the county. There should be a discussion of information the applicant has at hand and agreement reached as to what additional information must be secured and as to whether the county or applicant will secure this information. The county should be careful to avoid placing more responsibility for establishing eligibility upon the applicant than he is able to assume.

The county should explain in the application interview the confidential nature of records regarding the applicant, the relative, or child on whose behalf ANC is requested or paid. Many individuals reveal information under the stress of dire need which they would not otherwise disclose. It may be inimical to the child's interest or to the public interest to have such information disclosed. Protection is provided not only through legal enactment but also by state and county regulations. (W&IC 118, 1560)

C-130 (Continued)

C-130

The application for a child whose assistance is being transferred in accordance with the transfer procedure under W&IC 1527 from one county to another shall, if possible, be signed in the second county prior to the date assistance begins, although assistance shall not be interrupted if such prior signature is not obtained.

The application for a child whose assistance is being transferred under W&IC 1512(c) shall be secured by the county of application and forwarded to the county of residence at the time transfer procedures are initiated.

Application prior to parole may be made on behalf of a child who is to be paroled from the California Youth Authority. (W&IC 1512, 1560; AGO NS891)

C-155 BOARD OF SUPERVISORS ACTION ON APPLICATIONS

C-155

The board of supervisors shall grant or deny the application at the first meeting for consideration of such applications subsequent to receipt of the recommendation made to them.

The application shall be denied if any one of the following conditions exist:

1. Ineligibility on any point is established.
2. Diligent investigation of all reasonable sources of evidence of eligibility fails to establish eligibility.
3. The applicant's whereabouts is unknown and he cannot be located.
4. The applicant has established residence in another state before the determination of eligibility is completed.
5. The willful refusal of the applicant to complete the investigation.

If application was filed for a family group in which some children were determined to be eligible and others were determined to be ineligible, the board of supervisors may grant assistance for the eligible children and at the same time deny assistance for the ineligible children.

If the eligibility or ineligibility status has not been determined for one or more of the family group, action by the board of supervisors may be withheld for such a child until a later date when the determination of eligibility has been completed. Action pertaining only to those children for whom eligibility or ineligibility has been established shall be taken. When eligibility or ineligibility of the remaining child named on the Application, Form CA 200, is established, the board of supervisors shall take appropriate action for this child.

If assistance is denied erroneously, the board of supervisors shall formally rescind its previous denial and the SDSW shall be notified of this action. The Notice of Change, Form CA 232, may be used to report the rescinding action.
(See Sec. C-545, Corrective Payments)

If assistance is granted on an appeal to the SDSW following a denial, the board of supervisors shall grant the application in accordance with the decision of the SSWB.

Action of the board of supervisors is not necessary on withdrawn applications. (W&IC 1560)

C-150 (Continued)

FORM DPA 8

C-150

State of California

Department of Social Welfare

NOTICE TO APPLICANT WHO WITHDRAWS APPLICATION

_____ County

To:

Date _____

County No. _____

District _____

In accordance with your request of _____ Date _____
that your application be withdrawn, no action has been taken on your application
for _____

If there should be a change in your circumstances or you should again desire to
apply for aid, you have the right at any time to make another application.

Signature of County Worker

Form DPA 8--August, 1944

C-400 (Continued)

C-400

4. Attending an institution of learning. (If the person remains in another county during long vacation periods, his intent as to residence shall be determined.)
5. Confinement in a prison or commitment to a public hospital, including parole. The mother of a child receiving ANC is deemed to be living separate and apart during the time the father is confined in a state or federal hospital or prison and she may change the child's residence if the child is in her care or custody. If the father is paroled, the mother's residence follows that of the father unless, upon his parole, she lives separate and apart from him.
6. Living in a private institution. However, such a person may by act and intent, make the county in which the institution is located his county of residence.
7. Living on land owned or leased by, and subject to, the exclusive jurisdiction of the U. S. (If the person remains on such land for an extended period of time, his intent to return to the county of residence shall be determined.) Persons living on such land not subject to the exclusive jurisdiction of the U. S. may acquire county residence by act and intent.

The person whose residence governs the residence of a child has freedom of movement and choice of county residence. He should be instructed to notify the county of changes in residence in order to avoid interruption in assistance payments. If he goes to another county without intent to establish residence there, he shall be required to inform the county of residence at monthly intervals of his intent as to residence and of the child's living arrangement if the child is also absent from the county. (See Sec. C-212, Redetermination of Eligibility During Temporary Absence from the County)

If the child's residence is governed by his physical presence, the person caring for the child shall be required to keep the county informed of the child's whereabouts and living arrangements. (WIC 1511, 1512, 1526, 1527)

C-403 DEFINITION OF COUNTY RESIDENCE

C-403

For purposes of ANC, county residence shall be governed by the first of the following conditions, whichever is applicable. The case record shall show why each condition preceding the one upon which county residence is based is not applicable. (See Sec. C-273, Definition of State Residence)

(Section Continued on Next Page)

C-400 REQUIREMENTS FOR COUNTY PARTICIPATION IN ASSISTANCE PAYMENTS

C-400

County financial participation is required if the child has had residence in the county for one year, or if the child is a foundling and was found in the county.

A period of county residence prior to application is not an eligibility requirement for ANC. The state reimburses the full amount paid by the county within the statutory limitations until the required one year of county residence has been completed; such cases are referred to as "non-county" cases, and the payments made are referred to as "non-county assistance." When the county participates in the payments, the cases are referred to as "regular" cases and the payments as "regular assistance."

If a child is receiving ANC on a regular basis and his county residence is changed to another county, the county granting assistance shall continue payments on a regular county basis, if the child is otherwise eligible, until the expiration of one year from the date residence was established outside that county.

If a child is living in a county other than the one in which his residence is established, the county of residence participates in the assistance payment if the child has acquired one year of residence in that county regardless of his presence in another county. This does not apply if the child's residence is established by his physical presence.

Example: A child whose residence is governed by that of his father is living with his grandmother. The father's residence is in County A where he has lived for 10 years. The grandmother lives in County B. County A participates in the assistance payment as long as the father's residence does not change even though the child continues to live in County B.

If assistance is granted as a result of an application made for a child living in the county but having residence in some other county, the county in which the application is made shall grant non-county assistance for the child until the county of residence has assumed responsibility for the assistance but this granting of assistance shall not exceed a period of 180 days after the beginning date of assistance. If such a child has one year of residence in the county of residence, the county share of the payment made by the county of application will be charged by the SDSW to the county of residence in accordance with the dates specified on Form CA 215A. (See Sec. C-554, Payment of Assistance in Inter-County Transfers)

If the person whose residence determines the child's residence is absent from the county of residence for specific purposes or for temporary periods only, with the intent to return to the county, the period of residence is not interrupted and such periods are included when computing the length of county residence. Temporary absence includes absence for such purposes as:

1. Visiting or seeking employment.
2. Employment which entails travel, such as that of salesman, merchant seamen, migratory workers, and entertainers.
3. State or U. S. business or employment, including military service.

(Section Continued on Next Page)

C-406 (Continued)

C-406

2. If the case is one in which application was made in the county in which the child is living but not in the county in which the child has residence, the Form CA 234 shall show the county's determination of the child's county residence during the year prior to the date the application was filed. (See Sec. C-415, Instructions for Completing Statement of Non-County Residence)

The county shall substantiate the determination of non-county residence by the following:

1. If county residence of the child at the time of application is governed by the residence of a parent (Item 1 or 2 of Sec. C-403) or of a legal guardian (Item 3 of Sec. C-403), the narrative shall include the parent's or guardian's statement of his residence and intent of residence at the time of application and during the year immediately preceding the date on which residence was established in the county of application. Each county in which the parent or guardian resided shall be included with the dates his physical presence began and terminated and a statement as to whether or not he intended to make his home in that county. If the parent or guardian does not have complete or accurate information, or if there appears to be conflicting information, additional evidence in the form of rent or utility receipts, employment records, etc., or interviews with other persons having knowledge of the situation shall be obtained and recorded in the narrative.
2. If county residence of the child at the time of application is governed by court wardship (Item 3 of Sec. C-403), the narrative or case record shall include an oral or written statement by the probation officer or a representative of the juvenile court giving the date the child was adjudged a ward of the juvenile court and the section of the law under which such action was taken.
3. If county residence of the child at the time of application is governed by his residence at the time of placement by a public agency in an institution or boarding home (Item 5 of Sec. C-403), the county's statement on the Statement of Non-County Residence, Form CA 234, Items 2 and 3, is sufficient.
4. If county residence of the child at the time of application is governed by his physical presence (Item 6 of Sec. C-403), the narrative shall include a statement of the person responsible for the care of the child or of any other person having knowledge of the child's physical presence, or a summary of records such as those of schools, churches, institutions, hospitals, welfare departments, etc., giving the date of last arrival in the county.

(Section Continued on Next Page)

C-403 (Continued)

C-403

until such time as the residence of a parent or guardian or by court wardship is applicable. For the purposes of county residence, a boarding home is a private family home which accepts one or more children to board with or without compensation, except that this does not apply to the boarding of nieces, nephews, grandchildren, brothers, or sisters.

Example: The family established residence in County A. A divorce decree awarded custody of the child to the father. The father disappeared, leaving the child with neighbors. County A placed the child in a boarding home in County B, located the father, and secured support. The whereabouts of the father became unknown and the boarding home mother applied for ANC. For purposes of ANC, the residence of the child remains in County A until residence is governed by conditions under Items 1, 2, or 3.

6. Physical Presence - W&IC 1526(f)

If residence is not governed by conditions under Items 1 through 5, the county in which the child is living shall be deemed the county of residence. This applies to a child who does not have a parent or guardian in the state, or whose parents or guardian cannot be located in the state, or whose parents in the state have been deprived of custody, unless the child is a foundling; and to a child living in a boarding home or institution, except a child so placed by a public agency (see Item 5).

Example: A half orphan has been living for three years with various relatives in County A since his mother's death. Neither parent established residence in County A. The father's whereabouts has been unknown for two years, and after a complete investigation the county is unable to locate him. The child has no legal guardian and is not a ward of the juvenile court, and Item 5 does not apply. Therefore, residence is governed by Item 6, that is, physical presence of the child in County A. (W&IC 1526, 1560)

C-406 DETERMINATION OF COUNTY RESIDENCE

C-406

Determination of the county or counties wherein the child had residence during the year immediately preceding the date the application was filed or residence was established in the county of application is required for all non-county cases. This determination is not a requirement in regular cases. (See Sec. C-400 for definition of "regular" case)

In all non-county cases, except in cases transferred from another county, the county of application shall complete a Statement of Non-County Residence, Form CA 234, to show the county's determination, including the basis of the determination, of the child's county residence during the one year immediately preceding the date the application was filed or residence was established in the county of application as follows:

1. If the case is one in which residence has been established in the county of application, the Form CA 234 shall show the county's determination of the child's county residence during the year prior to the date residence was established in the county of application.

(Section Continued on Next Page)

C-412 PROCEDURE FOR INTER-COUNTY TRANSFERS UNDER W&IC 1527

C-412

If the person whose residence governs the child's residence moves to another county with the intent to make the second county his residence, or if a child whose residence is governed by physical presence moves to another county, the required one year of residence shall be presumed to start upon the date of removal from the first county unless the presumption is refuted by positive evidence by the second county and the date residence was established in the second county is determined.

If the basis for residence determination changes from one condition to another (e.g., from physical presence to legal guardian, from parent to court wardship, from agency placement to parent, etc.) and residence is thus changed to another county, the date on which the change in the basis occurred shall be considered the date on which the one year of required residence began in the new county of residence.

If a dispute arises between two counties regarding the beginning date of residence in a transfer case, either county may submit the dispute to the SDSW by use of Form DPA 6, Appeal as to Responsibility for Support (see Appeal Procedure).

If the residence of a child receiving assistance is changed to another county, the inter-county transfer arrangements shall be initiated as soon as possible to insure continued receipt of assistance.

(Section Continued on Next Page)

C-406 (Continued)

C-406

The original Form CA 234, Statement of Non-County Residence, shall be submitted to the SDSW with the Form CA 200, Application, and Form CA 201, Certificate of Eligibility, for each non-county case. An exact copy shall be retained in the case record. If assistance for one child, or for an entire family is restored on a non-county basis following a discontinuance of regular assistance, a completed Form CA 234, Statement of Non-County Residence, shall be submitted to the SDSW with Form CA 232, Notice of Change. If the case is one in which application was made in the county in which the child is living but not in the county in which the child has residence, a copy of Form CA 234 shall also be submitted to the county of residence. (See Sec. C-413, Procedures for Inter-County Transfers Under W&IC 1512(c))

If the parents are divorced and both of them are living, the award of custody in the divorce decree shall be verified in order to determine the residence of the child. Divorce may be verified by a review of documents in the applicant's possession or by review of the official records of the court in which it was granted, summarized in the narrative, or by a letter from the court giving the required information filed in the case record. (W&IC 1560)

C-412 (Continued)

C-412

- h. A copy of Form CA 241, Budget Work Sheet (or substitute form approved by the SDSW) on which the current assistance payment is based.
 - i. A request for any specific information necessary to determine continuing eligibility or the amount of assistance.
 2. When a transfer is initiated by forwarding four copies of Form CA 215 to the new county of residence, the county granting assistance shall also send Form CA 217, Notification of County Residence, to the person whose residence governs the child's residence and to the person responsible for the child's care.
 3. Upon receipt of Form CA 215, the new county of residence shall make a home call to determine the presence of the child or the person whose residence governs the child's residence in the county. The parent's or guardian's statement of the date of arrival in the county and his intent as to residence shall be secured. If the child's residence is governed by his physical presence, the statement of the person responsible for his care or other person having knowledge of the date of arrival shall be secured. Additional evidence of residence may be secured, with the parent's or guardian's knowledge, if the information obtained appears to be incomplete or inaccurate or there is conflicting information.

If it appears that a lapse of time occurred between the date of removal from the county granting assistance and the establishment of residence in the new county, the new county of residence shall obtain sufficient explanation or evidence to support or refute the presumption that the date for the acquisition of one year's residence started upon the date of removal from the county granting assistance.

The requirement of a home visit may be waived as set forth in Sec. C-208, Home Visits During Determination and Redetermination of Eligibility. In such cases an interview shall be held elsewhere and may be implemented by evidence secured through other sources. All pertinent factors of eligibility which may have changed shall be reviewed as in the annual redetermination of eligibility.

(Section Continued on Next Page)

C-412 (Continued)

C-412

1. The county granting assistance shall complete Section A of Form CA 215, Notification of Transfer, in quintuplicate. One copy shall be retained and four copies shall be sent to the new county of residence as soon as possible after it is known that residence is changed to another county. Upon initiating transfer procedure, the county granting assistance shall also furnish the new county of residence the following relevant information, either in the form of a case summary or through copies of forms or both:
 - a. Specific information regarding the new residence, including the date and reason for moving, if known.
 - b. The date the last application was signed, the name and relationship of the applicant, the effective date on which assistance was granted, and a statement as to whether assistance payments are being made on a regular or non-county basis. If non-county, the date residence was established in the county granting assistance shall be shown.
 - c. A list of the names, and relationship to the child of all members of the household, and the birthdates of minors. The names, addresses, and ages of parents and brothers and sisters not living in the home should be included.
 - d. Significant information regarding the family background including marital history, employment history, education and abilities, standard of living, household management, and cultural or recreational interest or activities of the family.
 - e. Information regarding past health, current health, and plan of treatment, if any, of both children and parents.
 - f. Information regarding the family's social adjustment, both as a group and individually.
 - g. A statement of the determination of eligibility for each factor, including the basis of the determination. This statement shall include determination of state residence, deprivation of parental support or care, real and personal property, income, and, for children 16 to 18 years of age, school attendance. Any supplementary information which might have a bearing on current eligibility shall be included.

(Section Continued on Next Page)

C-412 (Continued)

C-412

If continuing eligibility exists, assistance shall begin in the county of residence on the first of the month following completion of one year's residence in that county regardless of the date the application is signed.

If the child's residence is changed to a third county prior to completion of one year's residence in the second county, the first county continues to be responsible for the payment of assistance on a regular basis until the end of the month following completion of one year from the date residence was established outside the first county and thereafter on a non-county basis until transfer to another county is completed. The first county shall notify the third county of the change in county residence and request the second county to forward to the third county the summary letter furnished the second county by the first county at the time transfer arrangements were made with the second county. The first county shall make transfer arrangements with the third county and, if possible, the third county shall grant assistance on a non-county basis effective the first of the month following completion of one year from the date residence was established outside the first county. If non-county assistance is to be granted by the third county, evidence shall be secured to substantiate the date residence was established in the third county and the date residence was established outside the first county as in Item 3 above.

If it is administratively impossible for the third county to secure an application and to grant assistance effective the first of the month following completion of one year from the date residence was established outside the first county, the first county shall arrange with the third county a discontinuance date which will permit continued payment of assistance. To substantiate the first county's adjustment in claims from a regular basis to a non-county basis, the first county shall submit to the SDSW the completed Form CA 215 between the first and third counties.

If the person whose residence governs residence of a child moves to a second county with intent to reside and then returns after an absence of less than one year to the first county with intent to remain, his residence in the first county shall not be deemed to have been interrupted and assistance shall be continued by the first county on a regular basis. However, if assistance has been discontinued because of ineligibility during the period of absence from the first county, assistance is paid on a non-county basis until the required period of county residence is again completed in the first county. Form CA 234 shall accompany the Notice of Change, Form CA 232, restoring assistance on a non-county basis.

(Section Continued on Next Page)

C-412 (Continued)

C-412

The county of residence shall report to the county granting assistance regarding continuing eligibility and current needs. Changes in living conditions due to the move or other changes which might affect the assistance payment shall be reported.

The county of residence shall complete Section B of Form CA 215, showing the date residence was established, retain one copy and return three copies to the county granting assistance. If the new county of residence has evidence to refute the presumption that the date for the acquisition of one year's residence started upon the date of removal from the county granting assistance, the entry in Section B shall be that date which the county of residence established as the date residence began in the second county. The report to the county granting assistance shall give full detail of the determination of the date.

4. Upon receipt of the report and Form CA 215 with Section B completed the county granting assistance shall complete and sign Section C. One copy shall be retained, one shall be sent to the county of residence, and one to the SDSW. If there is disagreement as to the date residence was established in the new county of residence and the counties can not reach an agreement, the matter shall be referred by either county to the SDSW for a decision or a county appeal shall be filed.
5. In all transfer cases Form CA 218, Notice of Effective Date of Transfer, shall be sent to the person whose residence governs the child's residence and to the person responsible for the child's care. If assistance is granted on a regular basis by the county initiating the transfer, Form CA 218 shall be sent not later than three months prior to the effective date of the transfer. In transfers of non-county cases Form CA 218 shall be sent immediately upon completion of the transfer arrangements.
6. The county of residence shall secure a new application to be retained in the county record (See Sec. C-130, When Application is to be Taken) and shall complete Form CA 201, Certificate of Eligibility, in the same manner as for any new application and forward it to the SDSW not later than 15 days after action by the board of supervisors. Form CA 234 is not required even though assistance is granted on a non-county basis. The summary letter from the county initiating the transfer may be accepted as evidence of eligibility unless there appears to be conflicting information or a change in the situation. In such cases, the new county of residence shall secure additional evidence as necessary.

(Section Continued on Next Page)

C-412 (Continued)

FORM CA 218

C-412

State of California

Department of Social Welfare

NOTICE OF EFFECTIVE DATE OF TRANSFER

County _____

County No. _____

State No. _____

Date _____

NAME _____

ADDRESS _____

In accordance with our records responsibility for payment of Aid to Needy Children will be assumed by the County of _____ on _____ 19____. Payments from our county will be discontinued on _____ 19____.

If you have any questions, we suggest you get in touch with the County Welfare Department in _____ County.

County Welfare Department

By _____

Form CA 218, July 1950

C-412 (Continued)

FORM CA 217

C-412

State of California

Department of Social Welfare

NOTIFICATION OF COUNTY RESIDENCE

County _____

County No. _____

State No. _____

Date _____

Name _____

Address _____

We have written to _____ County that _____

Names of Children

_____ apparently have residence in that county.

Someone from the _____ County Welfare Department _____

Address

will get in touch with you.

Your Aid to Needy Children checks will be paid by us for a short time until _____ County begins to make the payments, if the children are still eligible.

It is our desire that your checks will be sent regularly so long as the children are eligible. Your help is needed to make this possible. The county which is sending your checks must always be notified of all changes in your address. If you or the children are going to move to a new address before your checks are sent by _____ County, please notify us as well as that County Welfare Department before you move. If you fail to notify either county, your checks may be delayed or withheld.

We also wish to remind you that on your application you promised to notify this county of any changes in circumstances of the children. This includes notifying us of purchase or sale of real or personal property of the children or their parents, changes in income from any source, marriage of any of the children, or remarriage of either parent. It also includes notifying this county of any changes in the children's needs.

County Welfare Department

Form CA 217, July 1950

By _____

(Section Continued on Next Page)

C-413 (Continued)

C-413

6. The county of residence shall retain the application secured by the county of application in the case record and shall complete Form CA 201, Certificate of Eligibility, in the same manner as for any new application and forward it to the SDSW not later than fifteen days after action by the board of supervisors. Form CA 234 is not required even though assistance is granted on a non-county basis. The case summary and copies of forms from the county initiating the transfer may be accepted as evidence of eligibility unless there appears to be conflicting information or a change in the situation. In such cases, the county of residence shall secure additional evidence as necessary.

If continuing eligibility exists, assistance shall begin in the county of residence on the date agreed upon as the earliest date possible but not later than 180 days subsequent to the beginning date of assistance in the county of application.

If the child's county of residence is changed to another county after assistance is granted but before transfer under W&IC 1512(c) is completed and the first county of residence is responsible for financial participation in the ANC payment, the transfer under W&IC 1512(c) shall be completed with that county. The first county of residence shall be responsible for payment of assistance on a regular basis after transfer is completed until the end of the month following completion of one year from the date residence was established outside that county. The first county of residence shall initiate transfer to the new county of residence under W&IC 1527 as soon as possible.

If the child's county of residence is changed to another county after assistance is granted but before transfer under W&IC 1512(c) is completed and the first county of residence is not responsible for financial participation in the ANC payment at the time residence is changed, the transfer under W&IC 1512(c) shall be completed with the new county of residence. The county of application shall initiate the transfer under W&IC 1512(c) to the new county of residence and if transfer to the first county of residence had already been initiated, request the first county to forward case material to the new county of residence. The new county of residence shall, if possible, grant assistance on a non-county basis before the expiration of the 180 day period after the beginning date of assistance in the county of application. If this is not possible, a date shall be arranged between the two counties which will permit continued payment of assistance.

If the child's residence is changed to the county of application prior to completion of transfer under W&IC 1512(c), transfer to the county of residence at the time assistance was granted shall be completed only if that county is responsible for financial participation in the assistance payment. If the transfer to the county of residence is not completed for this reason, the county of application shall notify the SDSW by letter, even though assistance is discontinued.

The county of application shall notify the SDSW by letter if arrangements for transfer under W&IC 1512(c) are canceled for reason other than discontinuance of assistance, giving the reason for cancelation. If assistance is discontinued before the transfer becomes effective, notification by letter is unnecessary as the Notice of Change, Form CA 232, reporting discontinuance is sufficient.

(W&IC 1512(c), 1528, 1560)

(Section Continued on Next Page)

C-413 PROCEDURE FOR INTER-COUNTY TRANSFER UNDER W&IC 1512(c)

C-413

If application is made for a child living in the county who is determined to have ~~residence~~ in another county (whether or not he has a year of residence in the other county), the 180 day period shall start the day following the beginning date of assistance.

If the county of residence does not agree with the determination of county residence made by the county of application, the county of residence may refute the determination made by the county of application. If agreement as to the county of residence cannot be reached, either county may submit the dispute to the SDSW by use of Form DPA 6, Appeal as to Responsibility for Support.

If assistance is granted for a child whose residence is in another county, arrangements for inter-county transfer under W&IC 1512(c) shall be initiated immediately to insure continued receipt of assistance.

1. The county of application shall complete Section A of Form CA 215A, Notification of Transfer Under W&IC 1512(c), in quintuplicate. One copy shall be retained and four copies sent to the county of residence as soon as assistance is granted, together with a copy of Form CA 234, and a signed application for assistance from the county of residence. The county of application shall also furnish the county of residence the same information required in an inter-county transfer under W&IC 1527. (See Sec. C-412, Items 1a through 1i)
2. When a transfer is initiated by forwarding four copies of Form CA 215A to the county of residence, the county of application shall also send Form CA 217 to the person whose residence governs the child's residence and to the person responsible for the child's care.
3. Upon receipt of Form CA 215A, the county of residence shall determine whether the residence of the child is as determined by the county of application and shall report to the county of application any information which might affect the assistance payment. The county of residence shall complete Section B of Form CA 215A, retain one copy and return three copies to the county of application. The date for beginning assistance payment in the county of residence shall be the earliest date possible but not later than 180 days subsequent to the beginning date of assistance in the county of application. The dates for which the SDSW will charge the county of residence shall include the period for which the county is financially responsible from the beginning date of assistance in the county of application to the date assistance will begin in the county of residence.
4. Upon receipt of the report and Form CA 215A with Section B completed, the county of application shall complete and sign Section C. One copy shall be retained, one shall be sent to the county of residence, and one to the SDSW.
5. Form CA 218, Notice of Effective Date of Transfer, shall be sent immediately to the person whose residence governs the child's residence and to the person responsible for the child's care.

(Section Continued on Next Page)

C-415 INSTRUCTIONS FOR COMPLETING STATEMENT OF NON-COUNTY RESIDENCE

C-415

Form CA 234, Statement of Non-County Residence, is required for non-county cases only. It is a statement of the county's determination of the child's county residence at the time of application and during the year immediately preceding the date residence began in the county of application or during the year immediately preceding the date the application was filed if the child does not have residence in the county of application and includes the basis of the determination. The residence of the child should not be confused with the whereabouts of the child during the period covered.

The items on the form shall be completed as follows:

Item 1. Full Name of Child(ren). Enter the first and last name of each child. Include all children in one family whose residence is governed by the same set of facts. Use a separate form for each child whose residence is governed by a different set of facts.

Item 1. County of Residence. Enter the name of the county in which the child has residence at the time the form is completed. This may be the county of application or some other county.

Item 1. Subdivision of Section 1526 of the Welfare and Institutions Code. Enter that subdivision of W&IC 1526 which specifies the conditions which govern the child's residence. (See Sec. C-403, Definition of County Residence)

Item 2. The counties of child's residence and the basis for determining the child's residence during the past year immediately preceding date residence began in the county of application or preceding the date application was filed, if it was not filed in the county of residence. Enter in this item each change in the residence whether change of county or change in the basis for residence.

County of Child's Residence. Enter in this column each county in which the child had residence during the 12 months preceding the date on which residence was established in the county of application or preceding the date application was filed, if it was not filed in the county of residence.

Period of Child's County Residence. Enter opposite each county listed the date residence began and terminated in that county.

(Section Continued on Next Page)

C-413 (Continued)

FORM CA 215A

C-413

State of California

NOTIFICATION OF TRANSFER
UNDER W&IC 1512(c)

Department of Social Welfare

Date _____

A. To _____ From _____
County of Residence County of ApplicationThis is to notify you that an application has been filed for _____
Names of Childrenet al., _____ and ANC granted to begin payment effective _____ in the amount
State No. Dateof \$ _____ per month by this county. Investigation indicates the residence of the child is
governed by that of _____ under Section 1526 _____ who is
Person Governing Relationshipliving at _____ . Please notify us of the date responsibility will be assumed by
Addressyou since assistance in this county may not be continued after _____ .
Date

Signature of County Worker _____

Date _____

B. To _____ From _____
County of Application County of ResidenceThis is to notify you that residence for _____ et al.,
Names of Childrenhas been determined to be in this county and that the date for beginning payment of ANC by this county
will be _____, which is not later than the first of the month following the month in which
the 180 days after the beginning date of assistance in county of application occurs. It is agreed that
this county will be charged by the SDSW with its share of the ANC payment made by your county for the
period _____ to _____ (both dates inclusive).

Signature of County Worker _____

Date _____

C. To _____ From _____
County of Residence County of ApplicationThis is to notify you that assistance for _____ et al.,
Names of Childrenwill be discontinued by this county effective _____ if eligibility continues.
Date

Signature of County Worker _____

DIRECTIONS FOR HANDLING NOTIFICATION OF TRANSFER UNDER W&IC 1512(c)

The county of application fills in Section A on 5 copies of Form CA 215A, retaining 1 copy and sending 4 to the county of residence. The county of residence fills in Section B, retaining 1 copy and returning 3 to the county of application. The county of application fills in Section C, retaining 1 copy, sending 1 copy to the State Department of Social Welfare and returning 1 to the county of residence.

Form CA 215A, July 1950

State of California

Department of Social Welfare

STATEMENT OF NON-COUNTY RESIDENCE

Aid to Needy Children

1. The residence of _____ Full name of child (ren)
is determined at the present to be in _____ County by the provisions of
County of Residence
Subdivision _____ of Section 1526 of the Welfare and Institutions Code.
a, b, c, e, or f
2. The counties of child's residence and the basis for determining the child's residence during the past
year immediately preceding date residence began in county of application or preceding the date appli-
cation was filed, if it was not filed in county of residence, were as follows:

BASIS FOR DETERMINING CHILD'S RESIDENCE

| COUNTY OF CHILD'S RESIDENCE | PERIOD OF CHILD'S COUNTY RESIDENCE | Subdivision Section 1526 | Reason |
|--------------------------------|---------------------------------------|-----------------------------|--------|
| | to | | |
| | to | | |
| | to | | |
| | to | | |
| | to | | |

3. Indicate other pertinent information if it is necessary to clarify the non-county status in an individual case.

Signature of County Worker_____

County _____

Date _____

THIS FORM OR A CERTIFIED COPY THEREOF SHALL BE SUBMITTED TO THE STATE DEPARTMENT OF SOCIAL WELFARE WITH THE APPLICATION FOR NON-COUNTY AID. A COPY SHALL ALSO BE SUBMITTED TO THE COUNTY OF RESIDENCE WITH THE NOTIFICATION OF TRANSFER UNDER W&IC 1512 (d).

C-415 (Continued)

C-415

Basis for Determining Child's Residence, Subdivision Section 1526. Enter opposite each county that subdivision of W&IC 1526 which specifies the conditions which govern the child's residence in that county.

Basis for Determining Child's Residence, Reason. Enter the reason the specified subdivision of W&IC 1526 governed the child's residence in that county.

Item 3. Other Pertinent Information. Enter other pertinent information which may be necessary to clarify the non-county status in some cases. Explain in this item any inconsistencies, especially in those cases in which the person whose residence governed the child's residence had no intent to reside in the counties in which he sojourned during the year preceding application. If the child's residence is governed by his own residence at the time of placement in an institution or boarding home by a public agency, indicate in this item the date of placement of the child, whether the child is placed in a boarding home or in an institution, the name of the agency making the placement, and the source of the information. (For definition of a boarding home, see Item 5 of Sec. C-403)

The form shall be signed by the county worker, the name of the county claiming non-county reimbursement entered, and the date entered. (W&IC 1560)

(Section Continued on Next Page)

C-466 (Continued)

C-466

If the case is a non-county case, enter in the spaces provided in the upper right hand section the date residence began in the county of application and the date on which county participation begins. If the case is non-county for some but not all of the children, enter the names of the non-county children above the date residence was established in the county of application. Attach a completed Form CA 234, Statement of Non-County Residence. (See Sec. C-415, Instructions for Completing Statement of Non-County Residence)

If the application was filed in the county in which the child is living but not in the county of residence, on the line "Date Residence Began in the County of Application" enter "None - W&IC 1512(c)" and on the line "Date County Participation Begins" enter the name of the county of residence. Attach a completed Form CA 234, Statement of Non-County Residence.

Item 1. Name of Applicant. Enter the name of the applicant as shown on the Application, Form CA 200.

Relationship to Children. Enter the relationship (family or other) of the applicant to the children; e.g., mother, aunt, guardian, probation officer, etc.

County Number. Enter the county number assigned to the application.

Former State Number. Enter the former state number (including county prefix) if one is shown on the CA 200. (See Sec. C-140, Instructions for Completing the Application Form)

State Number. If state numbers are not assigned by the county, leave this item blank. The state number should be entered on the county's copy of the Form CA 201 as soon as the List of State Numbers, Form CA 247, is received from the SDSW. If state numbers are assigned by the county, enter the state number.

Item 2. Children's Surname - Mother's Name - Father's Name. Space is provided for two sets of children having a parent in common. Enter the children's surname, the mother's given name, and the father's given name. If the mother's surname differs from that of the children, enter her surname. If more than two sets of children with a parent in common are included, attach a rider.

Item 3. Deprivation of Support or Care. Check in the applicable space or spaces to show the reason or reasons for deprivation of support or care.

Item 4. Children's Names. Enter the children's names. If two children with different surnames have the same given name, identify each child by the initial of the surname or otherwise.

Birthdates. Enter the month, day, and year of birth opposite the name of each child.

School Enrollment 16-18. Enter "yes" or "no" opposite the name of each child 16 to 18 years of age otherwise eligible for federal participation to indicate whether the child is enrolled in school. Leave this item blank for all other children.

(Section Continued on Next Page)

C-460 PURPOSE OF CERTIFICATE OF ELIGIBILITY

C-460

The Certificate of Eligibility, Form CA 201, is the county's report to the SDSW that assistance has been granted or denied by the board of supervisors and is certification that evidence supporting the county's determination of eligibility or ineligibility is on file in the county record. It is also the county's report to the SDSW of county action withheld for children whose eligibility status has not been determined at the time assistance for other children listed on the application is granted or denied. This form substantiates the county's claim for reimbursement. (W&IC 1560)

C-463 WHEN CERTIFICATE OF ELIGIBILITY IS REQUIRED

C-463

A Certificate of Eligibility, Form CA 201, is required to report action for every child for whom application or reapplication has been made on Form CA 200. All children of a family for whom application has been made shall be shown on the same certificate even though the reason for deprivation of parental support and care differs. "Children of a family" means children who have a parent in common. If the children included on the Application, Form CA 200, do not have a parent in common, a separate Certificate of Eligibility shall be submitted for each set of children.

If action is withheld by the board of supervisors for one or more children while assistance is granted or denied for the other children for whom application is made, a Certificate of Eligibility shall be submitted for all the children including those for whom action is withheld. Another Certificate of Eligibility for the child for whom action was previously withheld shall be submitted at the time assistance for that child is granted or denied.

If application is made for an additional child of a family already receiving assistance, a Certificate of Eligibility shall be submitted for the additional child.

Another Certificate of Eligibility together with Notice of Change, Form CA 232, shall be submitted for a child whose application was denied erroneously and the denial is later rescinded by action of the board of supervisors. (W&IC 1560)

C-466 INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF ELIGIBILITY

C-466

The Certificate of Eligibility, Form CA 201, shall be completed in duplicate. If assistance is granted, the Certificate of Eligibility shall be completed in full. If assistance is denied, complete Items 1, 2, 9b, and 10b only. The original or a certified copy shall be forwarded to the SDSW. One copy shall be retained by the county.

(Section Continued on Next Page)

C-554 PAYMENT OF ASSISTANCE IN INTER-COUNTY TRANSFERS

C-554

No interruption in the receipt of assistance shall be occasioned by a change of residence or transfer of county responsibility within the state.

If the residence of a child receiving regular assistance is changed to another county, assistance shall be paid on a regular basis by the county granting assistance until the required one year of residence in the new county is completed, unless assistance is discontinued because of ineligibility prior to the date one year of residence is acquired. There shall be neither lag nor overlapping between the date of discontinuance by the first county granting assistance and the beginning date of assistance in the new county of residence. Assistance shall be paid by the new county of residence as of the first day of the month following the completion of one year of residence in that county, unless the date of completion of one year of residence falls on the first day of the month, in which event assistance shall begin as of that date, irrespective of the date of application or date of action by the board of supervisors.

If the application for assistance is filed in the county in which the child is living but not in the county of residence, assistance shall be paid by the county of application on a non-county basis until transfer under W&IC 1512(c) is completed, or until the end of the month in which the 180 day period is completed, unless assistance is discontinued because of ineligibility prior to that date. There shall be neither lag nor overlapping between the date of discontinuance by the county of application and the beginning date of assistance in the county of residence. Assistance shall begin in the county of residence on the date agreed upon with the county of application but not later than the first of the month following the month in which the 180 day period is completed unless the date of completion of the 180 day period falls on the first day of the month, in which event assistance shall begin not later than that date. Assistance shall be paid by the county of residence on a regular basis if the child has acquired one year of residence in that county, or, if the child has not acquired one year of residence, on a non-county basis until such time as one year of continuous residence has been acquired.

If the child receiving non-county assistance in the county in which the application is filed but not in the county of residence had acquired one year of residence in the county of residence, the county share of the payment made by the county of application will be charged by the SDSW to the county of residence in accordance with the dates specified on Form CA 215A. If the child has not acquired one year of residence in the county of residence no charge will be made against the county of residence.

(Section Continued on Next Page)

C-543 CHANGE OF PAYEE

C-543

Payments shall be made to the person or institution providing care for the child except during temporary absence of the child or payee from the home. (See Sec. C-423, Definition of Living in the Home of a Relative for Federal Participation.) If a change in living plan is necessary for a child, the county shall determine whether the plan is a temporary one and payment should continue to the present payee or whether there should be a change in payee. All changes in payee shall be reported promptly to the SDSW on the Notice of Change, Form CA 232. Action by the board of supervisors on such changes is not required. (W&IC 1560)

C-551 CHANGE OF SCHOOL STATUS

C-551

Federal regulations provide participation in payments for children 16 years of age or over but under 18 years of age who are regularly attending school. (See Sec. C-435, Definition of Regular School Attendance for Federal Participation) The county shall notify the SDSW of school status in any of the following situations.

1. A child reaches the age of 16 and is not enrolled in school.
2. A child is 16 or over and terminates school enrollment.
3. A child is 16 or over and was previously reported as not enrolled in school but re-enrolls.
4. A child is 16 or over and there is a change from a payee ineligible for federal participation to an eligible payee.
5. Assistance is restored for a child 16 or over and a new school year began between the date of discontinuance and the date of restoration.
6. Assistance is restored for a child 16 or over who was not enrolled in school at the time of discontinuance.
7. Assistance is restored for a child who reached his 16th birthday between the date of discontinuance and the date of restoration.
8. Assistance is granted during the vacation period for a child 16 or over.

Such notifications of school status shall be submitted to the SDSW on Form CA 232 not later than the end of the month following the month in which the determination is made by the county. Action by the board of supervisors on such notices is not required. (W&IC 1560; FSS-Admin.)

C-554 (Continued)

C-554

If the residence of a child receiving regular assistance is changed from a second to a third county before one year of residence is completed in the second county, the first county continues to be responsible for the payment of regular assistance until the end of the month following completion of one year from the date residence was established outside the first county (unless the change of residence took place on the first day of the month). The third county shall, if possible, grant non-county assistance effective the first of the month following one year of absence from the first county. However, if it is administratively impossible for the third county to grant non-county assistance effective on that date, the first county shall continue assistance, but on a non-county basis, until a date agreed upon with the third county. In no event shall the first county continue non-county assistance beyond the first of the month following the date on which one year of residence has been acquired in another county.

If the residence of a child receiving non-county assistance is changed from a second to a third county before one year of residence is completed in the second county and before the second county has granted assistance, the first county shall continue payment of non-county assistance until it is administratively possible for the third county to grant assistance. In no event shall the first county continue non-county assistance beyond the first of the month following the date on which one year of residence has been acquired in another county.

If the residence of a child is changed from a second to a third county subsequent to the date one year of residence is completed in the second county, the second county shall be responsible for payment of regular assistance until the end of the month following one year of absence therefrom, except that if the change of residence took place on the first day of the month, responsibility of the second county ceases one year from that date.

If payment of assistance for the entire family group (either regular or non-county) is discontinued by the first county because of ineligibility subsequent to the change of residence to the second county, responsibility of the first county ceases. If eligibility is later established, non-county assistance is payable by the second county until the end of the month in which one year of residence in the second county is completed (unless the change of residence took place on the first day of the month). However, if payment of assistance by the first county was discontinued erroneously, the first county shall be responsible for restoration and for continued payment of assistance in the same manner as though payment of assistance had not been interrupted.

(Section Continued on Next Page)

C-554 (Continued)

C-554

If the residence of a child receiving non-county assistance is changed to another county, non-county assistance may be continued by the first county until continuous residence of one year has been completed in a single county. Assistance shall be discontinued by the county granting assistance on a date agreed upon by the new county of residence, and the new county of residence shall assume responsibility for assistance on a non-county basis as soon as administratively possible, but not later than the date upon which the required one year of residence is completed in the new county. Regular assistance shall be paid by the new county of residence as of the first of the month following completion of one year of residence in that county (unless the date of completion of one year of residence falls on the first day of the month).

If the residence of a child whose application was filed in the county in which he was living but not in the county of residence is changed to another county after assistance is granted but before transfer under W&IC 1512(c) is completed, and the first county of residence is responsible for financial participation in the ANC payment, assistance shall be paid by the first county on a regular basis after transfer under W&IC 1512(c) is completed until the end of the month following completion of one year from the date residence was established outside that county. The county share of the payment made by the county of application prior to completion of the transfer under W&IC 1512(c) will be charged by the SDSW to the county of residence. If the first county is not responsible for financial participation in the ANC payment at the time residence is changed, assistance shall be paid by the second county of residence on a non-county basis after transfer under W&IC 1512(c) is completed until the first of the month following completion of one year of residence in that county, at which time regular assistance shall be paid.

If the person whose residence governs the residence of a child receiving non-county assistance moves from his county of residence to another county with intent to reside and then returns to the first county with intent to reside, after an absence of less than one year, but before the first county has discontinued assistance, payment of non-county assistance shall be continued by that county until such time as one year of continuous residence has been acquired in that county.

If the person whose residence governs the residence of a child receiving non-county assistance moves to another county with intent to reside and assistance has been discontinued by the first county because of ineligibility, non-county assistance shall be restored by the first county if the person returns to that county with intent to remain after an absence of less than one year and before assistance is granted in the second county. Non-county assistance in the first county shall be paid until one year of continuous residence has been acquired in that county.

(Section Continued on Next Page)

C-557 RECOMMENDATION TO BOARD OF SUPERVISORS

C-557

On the basis of its determination, the county shall recommend to the board of supervisors any indicated change in the assistance payment, including restoration, increase, decrease, cancelation of warrants under suspension procedure, and discontinuance. If it is recommended that the assistance payment be restored, increased, or decreased, the recommendation shall include the amount of the changed assistance payment as well as the effective date. All recommendations for other changes shall include the effective date. (See Sec. C-145, regarding recommendation for initial payment on applications) (W&IC 1560)

C-554 (Continued)

C-554

If regular or non-county assistance is being paid by the first county and assistance for one child in the family group is discontinued because of ineligibility and later restored during the period while the required residence in the second county is being acquired, restoration for such child shall be made and non-county assistance paid by the first county. If the second county has assumed responsibility for the payment of non-county assistance to the remainder of the family group, non-county assistance shall be granted upon application for such a child, by the second county, if he is eligible. A separate payment shall not be made for the non-county child if he returns to the same home and has the same payee as the other children after restoration of assistance.

If assistance is granted by a county before non-county status or county residence is determined, and the child is later determined to have non-county status, an adjustment will be made by the SDSW, upon receipt of Statement of Non-County Residence, Form CA 234, to allow non-county reimbursement for the prior months. If the child's residence is later determined to be in another county, an adjustment will be made by the SDSW, upon request and after the responsibility for the case has been transferred to the county of residence, to allow for non-county reimbursement for the prior months to the county granting assistance. The county share of these assistance payments will be deducted by the SDSW from a claim of the county of residence. In such cases, arrangements for transfer of the case to the county of residence shall be completed as soon as possible.

The county to which a child receiving regular assistance has removed, shall provide necessary medical and/or hospital care during the one-year period for the establishment of residence. Except in emergency cases, the county giving such care shall give immediate notice to the county granting ANC. The responsible county shall concur in the plan of the county giving medical or hospital care within thirty days of receipt of notice or shall submit an adequate substitute plan. If the responsible county fails to do either within thirty days, the county offering medical and hospital care may proceed to demand payment for such care from the county granting assistance. Cost of such care shall be a proper charge upon the county granting assistance if regular assistance is being paid. (W&IC 1560)

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
July 28, 1950

IN REPLY PLEASE REFER
TO:

FILED

In the Office of the Secretary of State
of the State of California

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

JUL 28 1950

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By

Deputy

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Aid to Needy Children Manual Letter No. 4.

These regulations contained in this material were approved by the State Social Welfare Board on July 21, 1950, pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103, 103.5, and 1560, and are filed in accordance with provisions of Section 11380 of the Government Code.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public procedure.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

Attachments

Certified as a Regulation (or
Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

C. D. Schottlander
(Signature)

Director
(Title)

7-28-50
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

July 28, 1950

AID TO NEEDY CHILDREN MANUAL LETTER NO. 4

The attached revision numbered 23 is to be entered in your copy of the Manual of Policies and Procedures - Aid to Needy Children and the revision number canceled on the inside of the Manual cover.

This revision was approved by the Social Welfare Board on July 21, 1950, to be effective August 1, 1950.

Sec. C-030 as revised eliminates the requirement of photographing a narrative record which is to be destroyed.

FILED
In the Office of the Secretary of State
of the State of California

JUL 28 1950

At 3 o'clock P M.
FRANK M. JORDAN, Secretary of State
By [Signature] Deputy

C-035 ORGANIZATION OF THE MANUAL OF POLICIES AND PROCEDURES -
AID TO NEEDY CHILDREN

C-035

The Manual of Policies and Procedures - Aid to Needy Children is one volume of the total Manual of Policies and Procedures which will cover, in separate volumes, all programs of the SDSW.

This manual is divided into chapters and subchapters as follows:

Chapter I. General Outline of the ANC Program

Chapter II. Application Process

Chapter III. Determination of Eligibility

GeneralDeprivationAgeState ResidencePropertyIncomeCounty ParticipationFederal ParticipationTransportation of Needy ChildrenCertificate of EligibilityChapter IV. Payment of Assistance
(W&IC 1560)C-040 SALE OF THE MANUAL OF POLICIES AND PROCEDURES -
AID TO NEEDY CHILDREN BY SDSW

C-040

Copies of the Manual of Policies and Procedures - Aid to Needy Children may be purchased from the State Department of Social Welfare, 616 K Street, Sacramento, for \$1.00, plus state sales tax. The price of one year's subscription to revisions (which includes Department Bulletins) is \$.60. Both prices are payable in advance. If a certified or cashier's check or money order is used for payment, it shall be made payable to the State Department of Social Welfare. (W&IC 114.5, 1560)

C-025 (Continued)

C-025

The county welfare department may receive a subpoena or other order from a court requiring that ANC records be produced. Unless it is readily apparent that the court order was issued for a purpose directly connected with the administration of ANC, counties other than Los Angeles, Sacramento, or San Francisco shall, immediately upon receipt of such order, notify the district attorney or county counsel, with the request that this officer take appropriate action to safeguard the confidential nature of the ANC record. Los Angeles, Sacramento, and San Francisco counties shall either telephone the local office of the SDSW who will arrange that the attorney general's office take action, or notify their district attorney or county counsel. (W&IC 115, 118, 1560)

C-030 MAINTENANCE AND PRESERVATION OF RECORDS

C-030

The county shall maintain case records containing all information regarding each child for whom application is made or who is receiving assistance, including the evidence on which determination of eligibility is based as certified on the Certificate of Eligibility, Form CA 201. If assistance is denied, the case record shall contain full information relating to any factor upon which the denial is based.

The case record shall contain the face sheet (unless a substitute plan has been approved by the SDSW), a social history, and subsequent narrative entries. It shall also include, in a uniform arrangement, copies of all forms completed in connection with an application and determination of eligibility, including the forms required for submission to the SDSW as well as those devised by the county, and copies of all correspondence. A copy of the Social Data Record Card, Form CA 230, is not required in the record. The Application, Form CA 200, and the Certificate of Eligibility, Form CA 201, shall be originals, certified copies, or duplicate copies.

The case record shall show that Notification of Action by the Board of Supervisors, Form CA 239, (or approved substitute form) was mailed to the applicant or payee, as required. If a copy of the form is not filed in the record, the date the form was mailed shall be recorded in the record, preferably in the narrative, but may be on the copy of the Certificate of Eligibility, Form CA 201, or on the copy of the Notice of Change, Form CA 232, retained in the case record.

The Application, Form CA 200; the Applicant's Affirmation of Eligibility, Form CA 206; the Certificate of Eligibility, Form CA 201, together with any documents supporting determination of eligibility; the Notice of Change, Form CA 232, and accounting records constitute permanent records. One copy each of such forms, documents, and records shall be preserved irrespective of the length of time assistance may have been discontinued.

If assistance has been discontinued for five years or more, the narrative record may be destroyed, upon authorization of the board of supervisors. (W&IC 1560, 1562)

Certified as a Regulation (or
Regulations of the

Dept of Social Welfare
(Name of State Agency)

C. J. Schottland
(Signature)

Director
(Title)

7-28-50
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

July 27, 1950

FILED

In the Office of the Secretary of State
of the State of California

JUL 28 1950

DEPARTMENT BULLETIN NO. 427 (FISCAL)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
COUNTY PURCHASING AGENTS

At 3 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By [Signature] Deputy

Subject: Equipment Transfer to Counties
Under Chapter 49, Statutes of
1950, First Extraordinary
Session

Chapter 49, Statutes of 1950, First Extraordinary Session (Assembly Bill 132) provides for transfer to each county of furniture, office equipment, and other personal property acquired for use in the administration of the OAS and ANB programs either by the various counties operating under contract with the SDSW or by the SDSW for use in its district offices. The statute provides that the transfer of such property shall be made in an amount, calculated at the purchase cost, equal to \$6.75 multiplied by a figure equivalent to the increase in the number of OAS and ANB (SB) cases of June 1950 over November 1948.

The caseload figures to be used shall be those stated for "current month" on line 1 of the aid affidavits of November 1948 and June 1950 (Forms Ag 800 and Bl 800 excluding APSB) as submitted by the counties and subject to any adjustment resulting from SDSW audit of the claims.

Until the affidavits for June 1950 are available and audited by the SDSW the caseload figures as estimated by the counties on line 1, column 3 of Forms Ag 809 and Bl 809, Claim for Estimated Quarterly Expenditures for June 1950 may be used to establish tentatively the equivalent money credit to which each county shall be entitled. This tentative credit shall be adjusted on the basis of later information. The final adjustment will be upon receipt and audit of the June 1950 affidavits to conform to the actual credit allowable under the Statute.

If the amount of a county's credit is less than the total purchase cost of property (as described herein) in its possession, the county shall deliver to the State upon demand, property of a purchase cost equivalent to the excess unless it elects to purchase such excess property from the State Department of Finance as provided in Circular Letter No. 471. This right of election to purchase is, however, limited to property not needed to apply against the credits of other counties.

If the amount of a county's credit exceeds the total purchase cost of property (as described herein) in its possession the State shall deliver to the county property of a purchase cost equivalent to the deficiency provided, and to the extent that the State has property (as described herein) available for such transfer.

Insofar as is possible and practical, the State shall transfer property of a type and kind most needed by each county. For this purpose it is assumed that equipment was acquired by the counties in the order of greatest need. Therefore, the order in which property available for transfer is applied against each county's credit shall be as follows:

1. The amount allocated to the aged-eligible, aged-ineligible and blind-eligible programs for property purchased by the county under contract with the SDSW on an overall basis and retained by the county for use in the welfare programs.
2. The amount allocated to the aged-eligible, aged-ineligible and blind-eligible programs for property purchased by the county under contract with the SDSW and charged only to those programs and in the possession of the county. This will include the trade-in allowance of any such property traded in on new property.
3. Property purchased by the State for use in SDSW district offices and now in possession of the county under any of the following conditions:
 - a. Loaned to the county on custody receipt
 - b. Loaned to the county under the provisions of Department Bulletin No. 392
 - c. Loaned to the county under agreement to purchase from the Department of Finance as provided in Circular Letter No. 471.
4. Property now in possession of the State which was purchased by the State for use in SDSW district offices or purchased by the county under contract with the SDSW and delivered to the State.

Counties shall acquire equipment in accordance with need. Chapter 49 will provide counties with equipment which they had not previously anticipated. Hence, the Department of Finance will consider reducing or cancelling agreements to purchase completed in accordance with Circular Letter 471. Any such requests shall be made directly to the Department of Finance.

In the event property (as described herein) is required to be delivered by the State to the county or by the county to the State, the party (State or county) receiving the property shall defray the transportation costs.

In many instances it may not be possible to transfer property exactly equal in purchase cost to a county's credit under the Statute. In such instances property of a purchase cost slightly in excess of the credit may be transferred. The county shall pay the State by county warrant the amount of such excess. In no event shall the State make any money payments to the counties under Chapter 49.

Property involved hereunder may be delivered by the county to the State or vice versa at such times as may be required, but title shall not be deemed to have passed until any adjustments required by the Federal Government and detailed hereinafter have been completed and acknowledged by the county.

PLAN FOR ADJUSTMENT OF FEDERAL INTEREST IN PROPERTY AND EQUIPMENT

The Federal Government has participated to a varying extent in the purchase cost of all property acquired by the State and the counties which was charged as federally eligible in whole or in part to the OAS, ANB, and ANC programs during the period December 1, 1948, through February 28, 1950.

These charges were based on the assumption that the equipment would be used exclusively for the administration of OAS and ANB throughout its useful life. Actually, only a small part of its life has been devoted wholly to these security programs. After March 1, 1950, the use of the equipment benefits a combination of programs in which the federal participation in administrative costs is less than the present federal interest in the equipment. The Federal Government, therefore, requires an accounting of all the equipment purchased, and requires reimbursement to the extent that the future use of the equipment is different from that during the Article XXV period.

Accordingly, the SDSW will, on or before June 30, 1951, effect the necessary adjustment on county administrative expense claims for property transferred to each county under the provisions of Chapter 49, the amount of which adjustment shall be calculated as follows:

- A. The total purchase cost and the amount of federal participation therein shall be determined for all office furniture, equipment and other personal property (capital outlays) which was acquired during the period December 1, 1948, through February 28, 1950, by the county or by the State and finally made available to the county and charged either directly to the OAS, ANB or ANC programs, or jointly to any combination of them, or on an overall basis, the reallocation of which included any or all of them. If a county so desires, it may submit to the SDSW a list of equipment charged directly to the General Relief Program during this period and the SDSW will include this equipment in the overall redistribution of costs provided the county establishes that such equipment does not include items which are useable in the general relief program only, such as house trailers, storage bins for food or clothing, etc.
- B. The ratio shall be determined which the total salaries and wages allocated to the federally eligible OAS, ANB and ANC programs bears to the total salaries and wages of the county welfare department (excluding Extraneous, Adoptions and Boarding Home Licensing and Inspection) as reported by the county on the administrative expense claims for the period July 1, 1950, through March 31, 1951, as audited by the SDSW.
- C. The total purchase cost of property as determined in Step A shall be reallocated to the OAS, ANB and ANC federally eligible programs to the extent of the ratio determined in Step B.
- D. One-half of the total amount reallocated to the three programs as determined in Step C shall be subtracted from the amount of federal participation in those programs as determined in Step A.
- E. To eliminate from the adjustment the cost of use of the equipment purchased between 12/1/48 and 2/28/50, multiply the result obtained in Step D by the following fraction:

Numerator: 105 minus the average number of months during which the equipment was in use between 12/1/48 and 2/28/50.

Denominator: 105 (average composite life of the types of equipment involved is 105 months or 8-3/4 years.)

EXAMPLE

Step A: It is determined that a county has in its possession on November 30, 1950, property acquired by state or county and charged directly or partly to OAS, ANB, and ANC in the amount of \$13,000, of which \$1,000 was charged as federally ineligible. Federal participation is therefore \$6,000.

Step B: The total ratio of S & W applicable to the OAS, ANB, and ANC eligible programs during the period 7/1/50 through 3/31/51 is determined from audited claims to be 8/10.

Step C: $8/10$ of \$13,000 = \$10,400

Step D: $1/2$ of \$10,400 = \$ 5,200

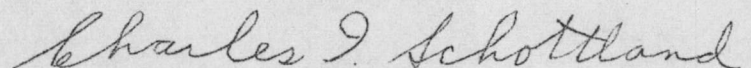
$\$6,000 - \$5,200 = \$800$

Step E: The average number of months during which the equipment was in use is determined to be 6.

$99/105 \times \$800 = \754.29 is the net amount of the adjustment.

Chapter 49 provides that the amount of any adjustment required by the Federal Government shall be borne by the county involved. It also provides that the property acquired thereunder shall be used in the welfare programs. There is also a federal interest in certain property in possession of the counties on November 30, 1948. Counties are therefore accountable to the SDSW for the federal interest in all property in their possession at any time, both as to any adjustment required and as to its continued use in the welfare programs for which acquired or claimed. All property entering into the above adjustment shall be deemed to have a Federal interest

Very sincerely yours,



Charles I. Schottland
Director

Certified as egulation (or
Regulations of the

Dept of Social Welfare
(Name of State Agency)

C. J. Schottland
(Signature)

Director
(Title)

7-28-50
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE616 K STREET
SACRAMENTO 14

July 26, 1950

FILED
In the Office of the Secretary of State
of the State of California

JUL 28 1950

At 3 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]*

DEPARTMENT BULLETIN NO. 426 (ANB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORSSubject: Utilization of Real Property -
Aid to Needy Blind

This bulletin cancels Department Bulletin No. 402, issued January 31, 1950; Department Bulletin No. 404, issued February 21, 1950; and Department Bulletin No. 404-A, issued May 29, 1950.

A. Utilization Requirement

Real property owned by an applicant or recipient shall be utilized to provide for the current needs of the applicant or recipient. This requirement does not apply to the separate real property of the spouse of an applicant or recipient.

The applicant or recipient shall make the decision as to the way the resource is to be utilized. The recording in the case record shall indicate the decision made. If real property is utilized by renting it, the charge for rental shall be consistent with the rental value of similar property in the community.

The applicant or recipient shall be given a reasonable period in which to initiate his plan for utilization of his real property. For new applicants, this period shall expire three months from the date of the board of supervisors' action granting the application. For those currently receiving aid, this period shall expire three months from the date the recipient was advised that he must utilize his real property. However, if serious illness or other extenuating circumstances prevented the owner from proceeding with his plan for utilization of his real property, the period shall be extended. Such extension shall be compatible with the conditions in the individual case. The specific circumstances which resulted in an extension of time shall be recorded in the case record.

When real property is owned with another person or persons, the applicant or recipient must attempt to utilize his share. If prevented from utilizing his share by the terms of the co-ownership or the desires of the other owners, the recipient shall not be held to be ineligible.

B. Utilization Defined

Property is utilized when it provides the owner with shelter, food, or other maintenance items, is producing reasonable income, or in some other way is contributing toward the current needs of the owner.

Real property is utilized for shelter when it is the home of the applicant or recipient during all or a portion of the year. Real property normally occupied by the individual but not currently so used because of illness or temporary absence shall be considered the individual's home. If the home property is a multiple unit dwelling (e.g., apartment or flats), or if it includes other separate housing units, that portion of the home property not occupied as the owner's household shall be utilized. "Home" includes the surrounding area which is normally used for the garden, family orchard, etc. If the surrounding area is so large that a portion of it could be rented, leased, or otherwise made to produce something of current benefit to the owner without restricting the use of his home plot, such portion shall be utilized.

If property normally produces income, but produced little or no income during the past year, decision as to whether the property is producing reasonable income shall be based on the average net income during the past five years.

C. Enforcement of Utilization Requirements

1. Aid shall be discontinued when the county determines that the recipient has made no effort to utilize his real property by the expiration of a reasonable period as defined in Section A of this bulletin.
2. Utilization of real property shall not be considered to be feasible under the following circumstances.
 - a. The recipient knows of no way whereby he could make the property contribute toward his current needs and the county determines that any effort on his part toward utilization of the property would be futile. The recipient, in order to qualify for continuing aid, shall offer the property for immediate sale unless sale of the property would be a useless act.

Sale of the real property would be considered a "useless act" if the proceeds the recipient might reasonably expect to realize in a bonafide sale together with his personal property resources would not exceed \$1200. Further, if the owner is married and the spouse with whom he is living is also a recipient of Aid to Needy Blind the combined holdings of the couple, so determined, shall not exceed \$2000.

The amount which could be realized in a bonafide sale is the estimated sale value as determined by realtors or others in a position to know the sale value of the property, less any encumbrances of record against the property.

Under no conditions shall a new applicant be required to offer property for sale prior to the date on which the board of supervisors finds him to be eligible to receive aid.

- b. The recipient has made unsuccessful efforts to rent or otherwise utilize his property and one year has expired since the application was granted by the board of supervisors (in the case of a new applicant) or the recipient (in a continuing case) was notified that his real property must be utilized. (See Section A) Unless the sale of the real property would be a "useless act" as previously defined such recipient shall be required to offer the property for immediate sale. Exception: In the case of multiple dwellings when the recipient uses one unit of

the property as a home it need not be offered for sale. The sale price shall be consistent with the value of similar property in the community as determined by realtors or others in a position to know the value of the property. The recipient shall remain eligible so long as he makes a continuous and bonafide effort to sell the property, i.e., continuously offers it for sale by posting the property or listing it for sale with one or more real estate agents, etc. In the absence of such effort, aid shall be discontinued.

The county shall interpret the provisions of the foregoing policy to the applicant or recipient so that he may fully understand his responsibility in relation to utilization of his property.

It will be necessary to review all current cases in which the recipient possesses real property not occupied as a home in which he lives. Such review shall be made not later than the next annual reinvestigation.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Certified as gulation (or
Regulations of the

Dept of Social Welfare
(Name of State Agency)

C. J. Schottland
(Signature) *RP*

Director
(Title)

7-28-50
(Date)

1297-1299

CHARLES I. SCHÖTTLAND

Director
SECRETARY OF STATEWV IC 2140, 2164, 2163, 103, 103.5
114 bEARL WARREN
GovernorSTATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE616 K STREET
SACRAMENTO 14
July 25, 1950

FILED

in the Office of the Secretary of State
of the State of California

DEPARTMENT BULLETIN NO. 425 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

JUL 28 1950

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]* DeputySubject: Utilization of Real Property
Old Age Security

This bulletin cancels Department Bulletin No. 402, issued January 31, 1950; Department Bulletin No. 404, issued February 21, 1950; and Department Bulletin No. 404-A, issued May 29, 1950.

A. Utilization Requirement

Real property owned by an applicant or recipient shall be utilized to provide for the current needs of the applicant or recipient. This requirement does not apply to the separate real property of the spouse of an applicant or recipient.

The applicant or recipient shall make the decision as to the way the resource is to be utilized. The recording in the case record shall indicate the decision made. If real property is utilized by renting it, the charge for rental shall be consistent with the rental value of similar property in the community.

The applicant or recipient shall be given a reasonable period in which to initiate his plan for utilization of his real property. For new applicants, this period shall expire three months from the date of the board of supervisors' action granting the application. For those currently receiving aid, this period shall expire three months from the date the recipient was advised that he must utilize his real property. However, if serious illness or other extenuating circumstances prevented the owner from proceeding with his plan for utilization of his real property, the period shall be extended. Such extension shall be compatible with the conditions in the individual case. The specific circumstances which resulted in an extension of time shall be recorded in the case record.

When real property is owned with another person or persons, the applicant or recipient must attempt to utilize his share. If prevented from utilizing his share by the terms of the co-ownership or the desires of the other owners, the recipient shall not be held to be ineligible.

B. Utilization Defined

Property is utilized when it provides the owner with shelter, food, or other maintenance items, is producing reasonable income, or in some other way is contributing toward the current needs of the owner.

Real property is utilized for shelter when it is the home of the applicant or recipient during all or a portion of the year. Real property normally occupied by the individual but not currently so used because of illness or temporary absence shall be considered the individual's home. If the home property is a multiple unit dwelling (e.g., apartment or flats), or if it includes other separate housing units, that portion of the home property not occupied as the owner's household shall be utilized. "Home" includes the surrounding area which is normally used for the garden, family orchard, etc. If the surrounding area is so large that a portion of it could be rented, leased, or otherwise made to produce something of current benefit to the owner without restricting the use of his home plot, such portion shall be utilized.

If property normally produces income, but produced little or no income during the past year, decision as to whether the property is producing reasonable income shall be based on the average net income during the past five years.

C. Enforcement of Utilization Requirement

1. Aid shall be discontinued when the county determines that the recipient has made no effort to utilize his real property by the expiration of a reasonable period as defined in Section A of this bulletin.
2. Utilization of real property shall not be considered to be feasible under the following circumstances:
 - a. The recipient knows of no way whereby he could make the property contribute toward his current needs and the county determines that any effort on his part toward utilization of the property would be futile. The recipient, in order to qualify for continuing aid, shall offer the property for immediate sale unless sale of the property would be a useless act.

Sale of the real property would be considered a "useless act" if the proceeds the recipient might reasonably expect to realize in a bonafide sale together with his personal property resources would not exceed \$1200. Further, if the owner is married and the spouse with whom he is living is also a recipient of Old Age Security the combined holdings of the couple, so determined, shall not exceed \$2000.

The amount which could be realized in a bonafide sale is the estimated sale value as determined by realtors or others in a position to know the sale value of the property, less any encumbrances of record against the property.

Under no condition shall a new applicant be required to offer property for sale prior to the date on which the board of supervisors finds him to be eligible to receive aid.

- b. The recipient has made unsuccessful efforts to rent or otherwise utilize his property and one year has expired since the application was granted by the board of supervisors (in the case of a new applicant) or the recipient (in a continuing case) was notified that his real property must be utilized. (See Section A.) Unless the sale of the real property

would be a "useless act" as previously defined such recipient shall be required to offer the property for immediate sale. (Exception: In the case of a multiple dwelling when the recipient uses one unit of the property as his home, it need not be offered for sale.) The sale price shall be consistent with the value of similar property in the community as determined by realtors or others in a position to know the value of the property. The recipient shall remain eligible so long as he makes a continuous and bona fide effort to sell the property, i.e., continuously offers it for sale by posting the property or listing it for sale with one or more real estate agents, etc. In the absence of such effort, aid shall be discontinued.

The county shall interpret the provisions of the foregoing policy to the applicant or recipient so that he may fully understand his responsibility in relation to utilization of his property.

It will be necessary to review all current cases in which the recipient possesses real property not occupied as a home in which he lives. Such review shall be made not later than the next annual reinvestigation.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Certified as a Regulation (or
Regulations of the

Dept of Social Welfare
(Name of State Agency)

C. D. Scotland
(Signature) *RS*

Director
(Title)

7-28-50
(Date)

CHARLES I. SCHOTTLAND
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 13, 1950

W41C 103, 103.5, 103.6

FILED
in the Office of the Secretary of State
of the State of California

JUL 28 1950

At 3 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By [Signature] Deputy

DEPARTMENT BULLETIN NO. 424 (FISCAL)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Revised Affidavit Form for
Administrative Expenditures--
OAS, ANB, ANC

Effective with the July 1950 claim, Form ABC 807 (revised July 1950) Administrative Expenditures Affidavit (see sample attached) shall be used to report expenditures for the administration of the Old Age Security, Aid to Needy Blind, and Aid to Needy Children programs. As indicated, the same form is to be used for each of the three programs by inserting the proper program designation in the space provided at the head of the form.

Attention is directed to the three statutory periods on the affidavit. For Old Age Security and Aid to Needy Blind particular care is necessary to allocate expenditures correctly as to month (as provided in Section 645-96 of the Manual of Policies and Procedures) so that they can be summarized for the proper statutory periods as set forth on the affidavit.

The existing rules with regard to charges to program remain in effect. It is emphasized that charges to any program shall only be made when some benefit of the expenditure accrues to it. If an item of expenditure benefits one program exclusively a direct charge shall be made to that program. If an expenditure benefits two or more but not all programs a charge shall be prorated over the programs benefited on the basis of salaries and wages. Overall charges shall be made only when all programs receive a benefit from the expenditure.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachment

ADMINISTRATIVE EXPENDITURES AFFIDAVIT

PROGRAM _____

COUNTY _____

MONTH _____, 195__

Forward Three signed copies with Administrative Expense Worksheets to State Department of Social Welfare 616 K Street, Sacramento 14.

| | ADMINISTRATIVE EXPENDITURES CLASSIFIED AS TO OBJECT | | | | | TOTAL ADMINISTRATIVE EXPENDITURES F | CLASSIFIED AS TO FEDERAL MATCHING | | PARTICIPATING SHARES | | |
|---|---|--------------------------------------|-------------------------|--|--|--|--|--|-----------------------|---------------------|----------------------|
| | SALARIES AND WAGES A | MAINTENANCE AND OPERATION B | CAPITAL OUTLAYS C | TOTAL EXPENDED FROM WELFARE APPROPRIATION D | SERVICES OF OTHER COUNTY AGENCIES E | | ELIGIBLE TO FEDERAL PARTICIPATION G | INELIGIBLE TO FEDERAL PARTICIPATION H | FEDERAL SHARE J | STATE SHARE K | COUNTY SHARE L |
| 1. Administrative Expenditures (including any Adjustments there- to) chargeable to Period beginning July 1, 1950. | | | | | | | | | | | |
| 2. Administrative Expenditures (including any Adjustments there- to) chargeable to Period March 1, 1950 through June 30, 1950. | | | | | | | | | | | |
| 3. Administrative Expenditures (including any Adjustments there- to) chargeable to Period December 1, 1948 through February 28, 1950. | | | | | | | | | | | |
| 4. Total Administrative Expendi- tures chargeable to All Periods (Total of Lines 1, 2 and 3). | | | | | | | | | | | |

STATE OF CALIFORNIA

COUNTY OF _____) ss

_____ being duly sworn, deposes and says: That (s)he is the official responsible for the administration of the above stated program in and for said County; That the amounts claimed herein have been expended and are properly chargeable as expenditures for Administration to that Program in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the Social Welfare Board.

SIGNATURE OF WELFARE DIRECTOR

SIGNATURE OF COUNTY AUDITOR

Subscribed and sworn to before me this _____ Day of _____, 195__.

_____ Title _____

I hereby certify that I am the official in aforesaid county responsible for the examination and settlement of accounts; That I have not violated any of the provisions of Sections 1090 to 1097 inclusive of the Government Code; That the expenditures claimed herein have been authorized by the Board of Supervisors; That warrants therefor have been issued or expenditures otherwise incurred according to law.

FOR STATE USE ONLY

Certified as a Regulation (or
Regulations) of the

Dept of Social Insurance
(Name of State Agency)

C. J. Schottland
(Signature)

Director
(Title)

4-28-50
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET

SACRAMENTO 14

July 13, 1950

FILED

In the Office of the Secretary of State
of the State of California

JUL 28 1950

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

DEPARTMENT BULLETIN NO. 423 (FISCAL)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORSSubject: Claiming Procedure —
OAS and ANB Aid Payments

Effective with the month of July 1950 the following forms and procedures shall be used in submitting Old Age Security and Aid to Needy Blind aid claims:

A. FORMS

The following forms in the number of copies indicated shall be submitted with each monthly claim:

Form Ag/Bl 800, Aid Affidavit, revised July 1950 (in triplicate)
Form AB 801, Aid Payroll, revised July 1950 (in duplicate)
Form AB 802, Claim Summary Sheet, July 1950 (in triplicate)
Form ABC 803, Schedule of Repayments, revised July 1950 (in triplicate)
Form AB 816, Schedule of Adjustments for Prior Months, July 1950 (in duplicate)
Form ABC 808, Report of Repayment, revised July 1950 (original only)
For OAS only, Form AB 820, Reconciliation Statement, July 1950 (in triplicate)
(See Department Bulletins 416 and 416A)

B. PROCEDURE

1. The participation status shall be indicated on Form AB 801, Aid Payroll, in Column 3 immediately after the amount of aid paid and on contra payrolls for warrant cancellations and repayments for the current federal formula period, as provided in paragraphs 2 and 3(a). The codes which shall be used to indicate the participation status are as follows:

Code

R - Regular cases - Federal, state, and county share
N - Non-county cases - Federal and state share
X - Non-federal cases - State and county share
S - Non-federal-non-county cases - State pays all

Exception: The code may be omitted for regular cases; cases without codes are understood to be regular cases.

This coding will permit ready grouping of the payrolls and contra payrolls according to participation status in the appropriate lines and columns of Form AB 802, Claim Summary Sheet.

2. Instead of reporting warrant cancellations on Form ABC 804, Report of Cancelled Warrants, as heretofore, warrant cancellations both current and prior shall be segregated as to current month and prior months and reported on contra payrolls, Form AB 801, in the same manner as aid payments are claimed. The name, state number, participation status, amount, federal excess, warrant number, month issued, and persons count shall be shown on the payroll.
3. Aid repayments shall be reported as follows:
 - (a) Those repayments of aid applicable to months within the current federal formula period; that is, the period beginning October 1, 1948, are to be reported as contra items on Form AB 801, Aid Payroll, in the same manner as aid payments are claimed. The name, state number, participation status, amount of repayment, amount of federal excess, and the persons count shall be shown. Repayments of aid for Old Age Security and Aid to Needy Blind applicable to the Article XXV period (January 1, 1949, through February 28, 1950) shall not be reported in the monthly Old Age Security and Aid to Needy Blind aid claims but shall be reported separately as provided in Department Bulletin 410, Section I.
 - (b) Repayments of aid applicable to months prior to the current federal formula period; that is, prior to October 1, 1948, shall be reported as heretofore, on Form ABC 803, Schedule of Repayments (revised July 1950). Repayments shall be grouped and totalled on schedules according to the two prior formula periods shown on the aid affidavit. For any repayments thus reported, involving cases ineligible to federal participation, indicate opposite such items at the left, in Column 11 on Form ABC 803, the amount of the ineligible repayments. To determine the federal, state, and county shares in such repayments, it may be convenient to refer to the formula tables given in Section 627-10 of the Manual of Policies and Procedures.
4. Form ABC 808, Report of Repayment, is prepared in the same manner as heretofore, except that for the current federal formula period it is not necessary to compute the federal, state, and county shares on the individual forms, since this data is not required on the contra payrolls referred to in 3 (a). For Forms ABC 808 prepared for the months prior to the current federal formula period the federal, state, and county shares shall be shown on each individual form, as heretofore, and the amount brought forward to Form ABC 803, Schedule of Repayments, as indicated in 3 (b).
5. Occasionally it will be necessary to report on the current claim certain adjustments* (other than repayments of aid) for items claimed in previous months. Form AB 816, Schedule of Adjustments for Prior Months, (July 1950). is a new form for this purpose. Such adjustments are normally of two kinds.
 - (a) Adjustments for errors or omissions in claims previously filed
 - (b) Corrections in the participation status of payments previously claimed, in which the amount of aid paid is not changed.

*The item "adjustment" is no longer used as synonymous with repayments of aid but to denote any corrections in a claim previously filed.

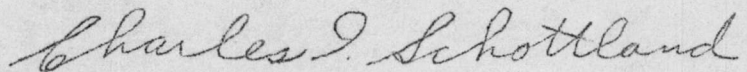
Items in (a) may be underclaims or overclaims, involving either omissions, duplicate claims of entire amounts of grants or erroneous reporting of amounts actually authorized and paid. Items in (b) will not normally affect the total amount of the grant but will change the participation status from that previously claimed, as from non-federal to federal, non-county to regular, etc.

6. Form AB 802, Claim Summary Sheet (revised July 1950), replaces former Ag, Bl 802, Recapitulation Sheet. The new form is used to summarize the totals of the various payrolls and contra payrolls, schedules of repayments and schedules of fund adjustments for prior months and to classify them according to participation status. This makes possible the ready calculation of the federal, state, and county shares in the space provided on the summary sheet. The form is to be used for the current federal formula period only, that is, for transactions involving the period beginning October 1, 1948. Because of the lapse of time the only type of transaction involving periods prior to October 1, 1948, is repayment of aid. These are to be listed on Form ABC 803, Schedule of Repayments, as set forth in paragraph 3 (b).
7. Form Ag/Bl 800, Aid Affidavit, is revised to permit ready posting from Form AB 802, Claim Summary Sheet. Since the federal, state, and county shares are calculated on the summary sheet for the current formula period and on the schedule of repayments for prior periods, no calculation is necessary on the affidavit itself.
8. Until further notice Form AB 320, Reconciliation Statement, shall be submitted for Old Age Security aid claims only in accordance with procedure outlined in Department Bulletins 416 and 416A, Accountability for Aid Payments--Old Age Security.

A nominal supply of the new forms referred to herein is being sent to all counties for use in preparation of the July 1950 claims for Old Age Security and Aid to Needy Blind.

Claims for Aid to Partially Self-supporting Blind and Aid to Needy Children payments are not affected by the provisions of this bulletin and shall be submitted in accordance with previously authorized forms and procedures.

Very sincerely yours,



Charles I. Schottland
Director

OLD AGE SECURITY AFFIDAVIT

COUNTY _____

MONTH _____, 195__

Forward three signed copies with monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14

| EXPLANATION | | PERSONS COUNT | | AMOUNTS CLAIMED | | | | FOR STATE USE ONLY | | |
|---|---|---|--|---|---|---|---|----------------------|------------|-------------|
| Federal Formula Period | Items | No. of Persons Eligible to Federal Participation (Form 802, Line 1 Plus 5) A | No. of Persons Ineligible to Federal Participation (Form 802, Line 9 Plus 11) B | Total Aid Paid (or Repaid) (Form 802, Line 13) C | Amount Ineligible to Federal Participation (Form 802, Line 10 Plus 12) D | Amount in Excess of Federal Base (Form 802, Line 3 Plus 7) E | Federal Basis Amount (Form 802, Line 4 Plus 8) F | | | |
| PERIOD BEGINNING 10/1/48 | 1. Total Aid Paid in Current Month. (Form 802, Column D) | | | | | | | | | |
| | 2. Less Prior Months Transactions (Warrants Cancelled, Aid Repayments and Adjustments). (Form 802, Column H) | | | | | | | PARTICIPATING SHARES | | |
| | 3. Net Adjusted Aid Claimed For this Period. (Form 802, Column J) | | | | | | | Federal G | State H | County I |
| PERIOD 10/1/46 through 9/30/48 | 4. Repayments of Aid For this Period. (Form 803, Schedule of Repayments) | | | | | | | | | |
| PERIODS PRIOR TO 10/1/46 | 5. Repayments of Aid For this Period. (Form 803, Schedule of Repayments) | | | | | | | | | |
| TOTALS ALL PERIODS | 6. Net Adjusted Aid Claimed for all Periods (Line 3 minus Lines 4 and 5) | | | | | | | | | |

State of California

County of _____

) ss.

_____, being duly sworn, deposes and says: That (s)he is the official responsible for the administration of Old Age Security in and for said county; That the aid payments, repayments and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the Social Welfare Board.

Subscribed and sworn to before me this _____ day of _____, 195__.

Title _____

SIGNATURE OF WELFARE DIRECTOR

I hereby certify that I am the officer in aforesaid county responsible for the examination and settlement of accounts; That the amounts claimed herein are in accordance with authorizations for Old Age Security made by the Board of Supervisors; That said amounts correctly reflect State and Federal shares in the aid payments claimed and that warrants therefor have been issued according to law.

SIGNATURE OF COUNTY AUDITOR

AID TO NEEDY BLIND AFFIDAVIT

COUNTY _____

MONTH _____, 195__

| EXPLANATION | | PERSONS COUNT | | AMOUNTS CLAIMED | | | | FOR STATE USE ONLY | | |
|---|--|---|--|---|---|---|---|----------------------|------------|-------------|
| Federal Formula Period | Items | No. of Persons Eligible to Federal Participation (Form 802, Line 1 Plus 5) A | No. of Persons Ineligible to Federal Participation (Form 802, Line 9 Plus 11) B | Total Aid Paid (or Repaid) (Form 802, Line 13) C | Amount Ineligible to Federal Participation (Form 802, Line 10 Plus 12) D | Amount in Excess of Federal Base (Form 802, Line 3 Plus 7) E | Federal Basis Amount (Form 802, Line 4 Plus 8) F | | | |
| PERIOD BEGINNING 10/1/48 | 1. Total Aid Paid in Current Month. (Form 802, Column D) | | | | | | | | | |
| | 2. Less Prior Months Transactions (Warrants Cancelled, Aid Repayments and Adjustments) (Form 802, Column H) | | | | | | | PARTICIPATING SHARES | | |
| | 3. Net Adjusted Aid Claimed for this Period. (Form 802, Column J) | | | | | | | FEDERAL G | STATE H | COUNTY I |
| PERIOD 10/1/46 through 9/30/48 | 4. Repayments of Aid for this Period (Form 803, Schedule of Repayments) | | | | | | | | | |
| PERIODS PRIOR TO 10/1/46 | 5. Repayments of Aid for this Period (Form 803, Schedule of Repayments) | | | | | | | | | |
| TOTALS ALL PERIODS | 6. Net Adjusted Aid Claimed for All Periods (Line 3 minus Lines 4 and 5) | | | | | | | | | |

State of California)
County of _____) ss.

_____, being duly sworn, deposes and says: That (s)he is the official responsible for the administration of Aid to Needy Blind in and for said county; That the aid payments, repayments and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the Social Welfare Board.

Subscribed and sworn to before me this _____ day of _____, 195__.

Title _____

SIGNATURE OF WELFARE DIRECTOR

I hereby certify that I am the officer in aforesaid county responsible for the examination and settlement of accounts; That the amounts claimed herein are in accordance with authorizations for Aid to Needy Blind made by the Board of Supervisors; That said amounts correctly reflect State and Federal shares in the aid payments claimed and that warrants therefor have been issued according to law.

SIGNATURE OF COUNTY AUDITOR

Current Formula Period - Beginning October 1, 1948

Program _____ County _____

Prepared By _____ Month _____, 195

Forward three copies with monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14

| EXPLANATION | | TRANSACTIONS AFFECTING CURRENT MONTH | | | | TRANSACTIONS AFFECTING PRIOR CLAIMS | | | | NET | PARTICIPATING SHARES | | |
|---|-----------------------|---------------------------------------|--------------------------------------|---|--------------------------------------|---|------------------------------|--|--------------------------------------|--|--|------------|-------------|
| STATUS | ITEMS | AID PAYROLLS CURRENT MONTH A | AID PAYROLLS PRIOR MONTHS B | CURRENT MONTH WARRANTS CANCELLED C | NET TOTAL (Col A + B - C) D | PRIOR MONTH WARRANTS CANCELLED E | REPAYMENTS OF AID F | ADJUSTMENTS ON PRIOR CLAIMS G | NET TOTAL (Col E + F + G) H | NET TOTALS CURRENT & PRIOR (Col D minus H) J | FEDERAL K | STATE L | COUNTY M |
| REGULAR (R) CASES | 1. No. of Persons | | | | | | | | | | REGULAR (R) CASES Federal Share: \$5 x 1J plus 1/2 of 4J. Insert Amount in 4K. State Share OAS: 6/7 of 2J minus 4K. State Share ANB: 3/4 of 2J minus 4K. County Share OAS: 1/7 of 2J minus 4K. County Share ANB: 1/4 of 2J minus 4K. | | |
| | 2. Amount Claimed | | | | | | | | | | | | |
| | 3. Excess of \$50 | | | | | | | | | | | | |
| | 4. Federal Basis | | | | | | | | | | | | |
| NON- COUNTY (N) CASES | 5. No. of Persons | | | | | | | | | | NON-COUNTY (N) CASES Federal Share: \$5 x 5J plus 1/2 of 8J. Insert Amount in 8K. State Share OAS and ANB: 6J minus 8K. | | |
| | 6. Amount Claimed | | | | | | | | | | | | |
| | 7. Excess of \$50 | | | | | | | | | | | | |
| | 8. Federal Basis | | | | | | | | | | | | |
| NON- FEDERAL (X) CASES | 9. No. of Persons | | | | | | | | | | NON-FEDERAL (X) CASES State Share: OAS 6/7 of 10J; ANB 3/4 of 10J. County Share: OAS 1/7 of 10J; ANB 1/4 of 10J. | | |
| | 10. Amount Claimed | | | | | | | | | | | | |
| NON-COUNTY NON-FEDERAL (S) CASES | 11. No. of Persons | | | | | | | | | | NON-FEDERAL NON-COUNTY (S) CASES State Share OAS and ANB: 12J. | | |
| | 12. Amount Claimed | | | | | | | | | | | | |
| 13. Total Amount Claimed | | | | | | | | | | | | | |

FROM _____ COUNTY _____

AID

To ACCOMPANY _____, 19____ MONTHLY AID CLAIM

[illegible]

REPAYMENT SCHEDULE TO ACCOMPANY MONTHLY AID CLAIMS

(FORM ABC 808 SHOULD BE PREPARED FOR EACH REPAYMENT UPON ITS RECEIPT BY THE COUNTY AND SUBMITTED TO THE SDSW MONTHLY WITH THIS SCHEDULE)

FORM ABC 803 (Revised)—July 1, 1950

PAID BY _____ COUNTY

WARRANTS DATED

| 1 | | 2 | 3 | 4 | 5 | 6 |
|--------|-------|-----------------|----------------|---|----------------|-------------------|
| Name | | State Number | Total Aid Paid | Amount in Excess of Federal Basis | State Use Only | Warrant Number |
| Family | Given | | | | | |
| | | | | | | |

Page No. _____

COUNTY _____

MONTH _____, 195_____

PROGRAM _____

Forward in duplicate with monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14.

[illegible]

REPORT OF REPAYMENT

(Program) OAS, ANB, APSB, ANC

COUNTY _____

To: STATE DEPARTMENT OF SOCIAL WELFARE

DATE _____

616 K Street

NAME _____

Sacramento, California

STATE NUMBER _____

COUNTY NUMBER _____

Date repayment received by Collection Officer: _____, 19____

Date repayment deposited with County Treasurer: _____, 19____, Deposit Permit No. _____

Total amount to be repaid: \$ _____; Period Covered: _____

Amount due before this repayment: \$ _____; Less: Amount of this repayment \$ _____, New Balance: \$ _____

Source of and reasons for repayment. (Give full explanation) _____

See reverse side for instructions for completion of the following items:

| | TOTAL AMOUNT (1) | STATE BASIS (CA ONLY) (2) | FEDERAL BASIS (CA ONLY); AMOUNT IN EXCESS OF FEDERAL BASIS (OAS & ANB) (3) | FEDERAL SHARE (4) | STATE SHARE (5) | COUNTY SHARE (6) | COUNTY SUPP. AID (7) | FEDERALLY ELIGIBLE PERSONS COUNT (E) (8) |
|--|------------------------|------------------------------------|--|-------------------------|-----------------------|------------------------|-------------------------------|--|
| A. FOR MONTH OF _____, 19____ | | | | | | | | |
| B. AS CLAIMED _____ (STATUS) | | | | | | | | |
| C. LESS: ADJUSTED CLAIM AFTER THIS REPAYMENT _____ | | | | | | | | |
| D. DISTRIBUTION OF REPAYMENT _____ | | | | | | | | |
| A. FOR MONTH OF _____, 19____ | | | | | | | | |
| B. AS CLAIMED _____ (STATUS) | | | | | | | | |
| C. LESS: ADJUSTED CLAIM AFTER THIS REPAYMENT _____ | | | | | | | | |
| D. DISTRIBUTION OF REPAYMENT _____ | | | | | | | | |
| A. FOR MONTH OF _____, 19____ | | | | | | | | |
| B. AS CLAIMED _____ (STATUS) | | | | | | | | |
| C. LESS: ADJUSTED CLAIM AFTER THIS REPAYMENT _____ | | | | | | | | |
| D. DISTRIBUTION OF REPAYMENT _____ | | | | | | | | |
| F. TOTAL REPAYMENTS _____ (Use reverse side if more space needed) | | | | | | | | |

Deduction to be made from _____ (Program) Aid Claim for month of _____, 19____

Or

Date county remittance mailed to SDSW (Art. XXV period) _____ Warrant Number _____

[[SIGNATURE OF
COLLECTION OFFICER]]

(County—To be used for one case only)

Send One Copy to State Department of Social Welfare at Sacramento

TO ACCOMPANY MONTHLY AID CLAIMS AND SCHEDULE OF REPAYMENTS (FORM ABC 803),
OR COUNTY REMITTANCE MAILED TO SDSW, WHICHEVER IS APPLICABLE.

FORM ABC 808—Revised July 1, 1950

INSTRUCTIONS

- A. **"For month of"** report the month to which this repayment applies.
- B. **"As claimed (status)."** For Aged and Blind Aid report the status as originally claimed, i.e., Regular, Non-Federal, Non-County, or Non-Federal-Non-County. For Children's Aid report separately the number of children eligible and/or ineligible to Federal participation as originally claimed. The total amount of the original claim (Col. 1) and its distribution (Cols. 2 through 7) are reported on the line opposite Item B. In installment repayments, beginning with the second installment the total amount and distribution opposite Item B is the amount of the adjusted claim after the previous repayment; i.e., the same amounts reported in Item C of the previous Report of Repayment, Form ABC 808.
- C. **"Less: Adjusted claim after this repayment."** The total amount (Col. 1) to be reported opposite Item C is the difference between the total amounts reported in lines B and D. The distribution (Cols. 2 through 7) of the total amount in line C is computed by the same formula as an original claim in that amount for the month indicated in Item A. (Refer to Sec. 627-10 of the Manual of Policies and Procedures for the distribution during different formula periods.)
- D. **"Distribution of repayment."** Subtract from the amounts in line B (Cols. 1 through 7) all of the amounts opposite line C. The result is the amount and distribution of the repayment opposite Item D.
- E. **"Federally Eligible Persons Count"** (Col. 8). In OAS and ANB, persons count is reported only for cases for which Federal participation was claimed. There is no persons count in APSB. In ANC, persons count is reported only for children for whom Federal participation was claimed.

In OAS and ANB Federally Eligible cases there is always a persons count of "1" reported in Col. 8 opposite Item B. If there are amounts in Cols. 1 through 7 opposite Item C there will also be a persons count of "1" in Col. 8. If there are no amounts opposite Item C the persons count in Col. 8 will be "0." The difference between B and C in Col. 8 is the persons count opposite Item D.

| | | | |
|------------------|------------------|-------------|-------------|
| <i>Examples:</i> | B claimed | COL. 8 1 | COL. 8 1 |
| | | or | |
| | C adjusted claim | 1 | 0 |
| | | — | — |
| | D distribution | 0 | 1 |

In ANC the persons count to be reported in Col. 8 opposite Item B is the number of children eligible to Federal participation on the original claim, or, in installment payments, the number reported in Col. 8 opposite Item C on the previous month's Report of Repayment. If there are amounts reported in Cols. 1 through 7 opposite Item C, the persons count for Item C is the number of eligible children remaining on the adjusted claim. If there are no amounts in Cols. 1 through 7 opposite Item C, the persons count in Col. 8 will be "0." The difference between B and C is the persons count in Col. 8 opposite Item D.

| | | | | |
|------------------|------------------|--------|--------|--------|
| <i>Examples:</i> | B claimed | COL. 8 | COL. 8 | COL. 8 |
| | | 3 | 3 | 3 |
| | | or | or | |
| | C adjusted claim | 2 | 0 | 3 |
| | | <hr/> | <hr/> | <hr/> |
| | D distribution | 1 | 3 | 0 |

- F. **"Total Repayments."** This is the sum of the amounts and persons count reported in Cols. 1 through 8 opposite each of the Items D.

| | TOTAL AMOUNT (1) | STATE BASIS (CA ONLY) (2) | FEDERAL BASIS (CA ONLY); AMOUNT IN EXCESS OF FEDERAL BASIS (OAS & ANB) (3) | FEDERAL SHARE (4) | STATE SHARE (5) | COUNTY SHARE (6) | COUNTY SUPP. AID (7) | FEDERALLY ELIGIBLE PERSONS COUNT (E) (8) |
|--|------------------------|------------------------------------|--|-------------------------|-----------------------|------------------------|-------------------------------|--|
| A. FOR MONTH OF _____, 19____ | | | | | | | | |
| B. AS CLAIMED _____ (STATUS) | | | | | | | | |
| C. LESS: ADJUSTED CLAIM AFTER THIS REPAYMENT _____ | | | | | | | | |
| D. DISTRIBUTION OF REPAYMENT _____ | | | | | | | | |
| A. FOR MONTH OF _____, 19____ | | | | | | | | |
| B. AS CLAIMED _____ (STATUS) | | | | | | | | |
| C. LESS: ADJUSTED CLAIM AFTER THIS REPAYMENT _____ | | | | | | | | |
| D. DISTRIBUTION OF REPAYMENT _____ | | | | | | | | |
| A. FOR MONTH OF _____, 19____ | | | | | | | | |
| B. AS CLAIMED _____ (STATUS) | | | | | | | | |
| C. LESS: ADJUSTED CLAIM AFTER THIS REPAYMENT _____ | | | | | | | | |
| D. DISTRIBUTION OF REPAYMENT _____ | | | | | | | | |

Earl Warren
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
July 28, 1950

IN REPLY PLEASE REFER
TO:

FILED

In the Office of the Secretary of State
of the State of California

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

JUL 28 1950

At _____ o'clock _____ M.

FRANK M. JORDAN, Secretary of State

By *Charles I. Schottland*
Deputy

Dear Mr. Jordan:

Attached are three copies of the following regulations issued by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 416A (Fiscal) (Dated July 13, 1950)
DEPARTMENT BULLETIN NO. 423 (Fiscal) (Dated July 13, 1950)
DEPARTMENT BULLETIN NO. 424 (Fiscal) (Dated July 13, 1950)
DEPARTMENT BULLETIN NO. 425 (OAS) (Dated July 25, 1950)
DEPARTMENT BULLETIN NO. 426 (ANB) (Dated July 26, 1950)
DEPARTMENT BULLETIN NO. 427 (Fiscal) (Dated July 27, 1950)

These regulations were approved by the State Social Welfare Board on July 21, 1950, pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103, 103.5, 103.6, 116, 2140, 2163, 2164, 3047, 3047.2, and 3075.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

Attachments

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare

(Name of State Agency)

C. D. Schottland

(Signature)

Director

(Title)

7-28-50

(Date)

CHARLES I. SCHOTTLAND
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
July 13, 1950

4141C 103,103.5,103.6, 116
FILED
in the Office of the Secretary of State
of the State of California

JUL 28 1950

DEPARTMENT BULLETIN NO. 416-A (FISCAL)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
COUNTY BOARDS OF SUPERVISORS

At 3 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By [Signature] Deputy

Subject: Accountability for Aid
Repayments--OAS

It has been found, in further consultation with the counties, that Form AB 820, Reconciliation Statement, in the form issued with Department Bulletin No. 416 is subject to different interpretations and therefore tends to be confusing.

To correct this, the form has been simplified to include only those transactions affecting the current month, eliminating items 10 through 13 of the first form. Instructions on the reverse of the form are revised accordingly. Slight revisions are also made in Form AB 821, Batch Voucher, and Form AB 822, Register of Board Authorization.

While the forms are given AB number prefixes, their use for the present is restricted to the Old Age Security Program only, as stated in Bulletin No. 416.

A nominal supply of the forms referred to herein is being sent to all counties for use in preparation of the July 1950 claim for Old Age Security.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachments

RECONCILIATION STATEMENT
BOARD AUTHORIZATIONS TO AUDITOR'S PAYMENTS
AS CLAIMED TO SDSW

Program _____

County _____ Month of Claim _____, 19____

- | | |
|--|----------|
| 1. Continuing Aid Payments (Item 7 of the Reconciliation Statement of the Previous Month) | \$ _____ |
| 2. Add new Aid Payments Authorized for this Month (all new cases and restorations) | \$ _____ |
| 3. Add the Amount of Increases in Continuing Aid Payments Authorized to be paid this Month | _____ |
| 4. Sub-total (Item 1 plus Items 2 and 3) | _____ |
| 5. Subtract all Aid Payments Authorized to be discontinued which affect the Month of Claim | _____ |
| 6. Subtract the Amount of Decreases in Continuing Aid Payments Authorized to become effective this Month. | _____ |
| 7. Net Amount of Continuing Aid Payments Authorized for this Month (Item 4, less the sum of Items 5 and 6) | _____ |
| 8. Add the Amount of Aid Authorized to be paid this Month for Prior Months | _____ |
| 9. Total Aid Authorized to be paid this Month (Item 7 plus Item 8) | _____ |
| 10. Amount Claimed on Affidavit for this Month (From Form AB 800, Line 1, Column C). | _____ |
| 11. Difference, if any, between Item 9 and Item 10. Explain any difference below or on a separate sheet. | _____ |

CERTIFICATION

I hereby certify that the amounts stated herein are true and correct and are properly supported by auditable records conveniently accessible in the county.

SIGNED: _____ TITLE: _____ DATE: _____, 195____

INSTRUCTIONS

Forward with monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14.

Enter in the heading the County Name and the Month of the Claim. The body of the form is completed as follows:

- Item 1. Enter the amount of the continuing aid payments authorized by the Board of Supervisors for the previous month. This will be the same figure as stated in Item 7 of the previous month's reconciliation statement unless there has been error in amounts previously reported. Any correction of a previous error is to be fully explained as a reconciling item.
- Item 2. The amount to be entered here will include all authorized new cases and restorations (both regular and conditional) which have been given effect by issue of warrants during the month of the claim. If the Board authorized any items for the month which could not be effected by issue of warrants until the next month such items are to be included in the next month's reconciliation statement. Ordinarily this will be controlled at the time Batch Vouchers (Form 821) are made up, as a voucher should include only actions to be effective in a specific month.
- Item 3. The same rule applies here as for Item 2. Include only increases which have been given effect by change of the continuing aid payments; i.e., the net amount by which grants are increased. Do not include supplemental payments for prior months. These are to be included in Item 8.
- Item 4. Sub-total. Item 1 plus the sum of Items 2 and 3.
- Item 5. Enter the amount of all discontinuances authorized to become effective on the last day of a previous month. If the Board authorized discontinuances which the Auditor could not effect because warrants therefor had been released, such discontinuances will be included in Item 5 of the next month's reconciliation statement.
- Item 6. Enter the amount of all decreases authorized to become effective on the first day of the month of claim; i.e., the net amount by which grants are decreased.
- Item 7. Enter the net difference between Item 4 less the sum of Items 5 and 6. This figure is the amount of the continuing aid payments for the month being claimed.
- Item 8. Enter the amount of all retroactive aid payments made this month for prior months including any warrants issued on retroactive decreases. Do not include any warrant cancellations for prior months as these are not included within the scope of the reconciliation.
- Item 9. Item 7 plus Item 8. This figure represents the amount of aid authorized to be paid in the month being claimed which should have been given effect by the auditor through issuance and cancellation of warrants during the month, excepting warrant cancellations for prior months.
- Item 10. Enter the net adjusted aid claimed as reported for the month on Form AB 800, Aid Affidavit, Line 1, Column C.
- Item 11. Enter the difference (plus or minus) between the amounts stated in Item 9 and the amount in Item 10. If the claim has been correctly prepared in accordance with Board Authorizations this figure should be zero. If there is a difference explain reconciling items in detail below the item or on a separate sheet. If there has been no error in recording Board Authorizations in the Register of Authorizations (or its equivalent) any difference is in the claim itself (aid affidavit, claim summary sheet or the supporting payrolls).

The certification at the foot of the form is to be completed by the county official under whose direction the reconciliation is prepared, i.e., the County Welfare Director or the County Auditor.

PROGRAM _____

BATCH VOUCHER NO. _____

MONTH OF CLAIM _____, 195__

BOARD ACTION DATE _____, 195__

To be filed with supporting documents in county:

* Do not include Prior Month Warrant Cancellations
FORM AB 821, July 1950

PROGRAM _____

MONTH _____, 195____

[illegible]

MAIN OFFICE
SACRAMENTO
616 K STREET
14

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2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
August 28, 1950

FILED
IN REPLY PLEASE REFER
In the Office of the Secretary of State
of the State of California

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

AUG 31 1950

At 4:55 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

Dear Mr. Jordan:

Attached are three copies of the following regulations issued by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 428 (STAT)
Dated August 11, 1950
DEPARTMENT BULLETIN NO. 429 (ANC)
Dated August 25, 1950

These regulations were approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103, 103.5, 115 and 116 on August 25, 1950.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

Attachments

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2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR
Sacramento 14
August 31, 1950

IN REPLY PLEASE REFER
TO:

FILED

In the Office of the Secretary of State
of the State of California

AUG 31 1950

At 4:55 o'clock M.

FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Aid to Needy Children Manual Letter No. 5.

These regulations contained in this material were approved by the State Social Welfare Board on August 25, 1950, pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103, 103.5, and 1560, and are filed in accordance with provisions of Section 11380 of the Government Code.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

Attachments

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
August 31, 1950

IN REPLY PLEASE REFER

TO **FILED**

In the Office of the Secretary of State
of the State of California

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

AUG 31 1950

At 4:55 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Manual Letter No. 143.

These regulations were adopted by the State Social Welfare Board on August 25, 1950, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 103.6, and 114b, and are being filed in accordance with Section 11380 of the Government Code.

The regulations contained in Manual Section 165-15 are to be effective October 1, 1950. All other regulations contained in this letter were adopted by the State Social Welfare Board to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

Attachments

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
943 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
August 31, 1950

IN REPLY PLEASE REFER

TO **FILED**

In the Office of the Secretary of State
of the State of California

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

AUG 31 1950

At 4:50 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

Dear Mr. Jordan:

Attached are three copies of regulations issued by the
State Department of Social Welfare with Adoption Manual Letter No. 22.

These regulations were adopted by the State Social Welfare
Board on August 25, 1950, pursuant to the powers conferred upon it by
the Welfare and Institutions Code under Section 103, and are being
filed in accordance with Section 11380 of the Government Code.

These regulations were adopted by the State Social Welfare
Board to be effective immediately upon filing with the Secretary of
State, since this has been found necessary for the immediate
preservation of the public peace, health and safety or general welfare
and that notice and public procedure thereon are impracticable,
unnecessary or contrary to the public interest.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

Attachments

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
August 30, 1950

IN REPLY PLEASE REFER
TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of the following regulations issued by
the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 416B (Fiscal)
Dated August 28, 1950
DEPARTMENT BULLETIN NO. 431 (Fiscal)
Dated August 28, 1950
DEPARTMENT BULLETIN NO. 432 (ANC)
Dated August 29, 1950
DEPARTMENT BULLETIN NO. 433 (ANC)
Dated August 30, 1950

These regulations were approved by the State Social Welfare Board
pursuant to the powers conferred upon it by the Welfare and Institutions
Code, Sections 103, 103.5, 103.6, 1560, 2140, 3075, and 3460 on August 25,
1950.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

FILED

In the Office of the Secretary of State
of the State of California

Attachments

AUG 31 1950

At 4:55 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By *[Signature]*
Deputy

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
August 28, 1950

DEPARTMENT BULLETIN NO. 416B (FISCAL)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Accountability of
Aid Payments - ANC

Effective with the November 1950 claims to the State Department of Social Welfare, Department Bulletin 416 shall apply to the Aid to Needy Children claims including claims for children maintained in boarding homes and institutions.

The forms accompanying Department Bulletin 416A apply substantially to Aid to Needy Children claims. Any revisions necessary will be issued prior to October 1, 1950.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

FILED

In the Office of the Secretary of State
of the State of California

AUG 31 1950

At 4:55 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Deputy

SURVEY OF UNBORN CHILDREN WHO ARE RECIPIENTS OF AID TO NEEDY CHILDREN ON AUGUST 1, 1950

County

[illegible]

Instructions for completion of line schedule for "Survey of Unborn Children
Who were Recipients of Aid to Needy Children in California on August 1, 1950"

Column

1. Case name
2. State number
3. Date of application for unborn child
4. Date assistance began for unborn child
5. Expected date of birth of child
6. Marital status of mother
7. Marital relationship of mother to father of unborn child
8. Cause of deprivation of parental support or care, i.e., death, incapacity, absence, etc. If this is due to absence of father, state the situation which exists, e.g., divorced, deserted, separated, etc.
9. Whereabouts of father if absent.
10. Total number of eligible children including unborn child.
- 11, 12, 13. If mother of unborn child is living in a boarding home or institution during August, enter "NA" in Columns 11, 12 and 13.

Number in family budget unit

11. Total
12. Adults (include mother of unborn child in this count).
13. Minors
14. Amount of assistance payment. Give amount of ANC grant for family budget unit for month of August 1950, or amount of ANC for board and care cases, if mother of unborn child is living in a boarding home or institution.

If mother of unborn child was receiving care in a boarding home or institution in August, complete Column 16 or 17 as follows:

15. Mark "yes" in Column 16 if ANC grant was provided to cover mother's needs in a boarding home.
16. Mark "yes" in Column 17 if mother or institution received ANC grant to cover her needs in an institution.
17. Under "Remarks" put any additional information which will serve to clarify information in Columns 1 through 16.

Note: If father is absent indicate here what steps have been taken to secure support from him.

15. Is the problem known to the probation department or other public authority?
16. What difficulties has the county encountered in attempting to remedy the problem, in terms of (a) the family itself, (b) state regulations, (c) availability of county staff or facilities, (d) community attitudes, etc.
17. What do you regard as the best possible solution to this family's problem? Give reasons why you think this solution would be successful?
18. Reason for deprivation of support for oldest child

| Reason | Enter Dates where Reason Applies | |
|---|----------------------------------|--------|
| | Father | Mother |
| Dead | | |
| Tuberculous | | |
| Mentally incapacitated (living in home) | | |
| Physically incapacitated | | |
| Absent--deserted | | |
| Absent--divorced | | |
| Absent--separated | | |
| Absent--marriage annulled | | |
| Absent--incarcerated (imprisoned) | | |
| Absent--in mental hospital | | |

Date _____ Signature of person completing form _____ Title _____

SURVEY OF AID TO NEEDY CHILDREN RECIPIENT
FAMILIES WITH STEPFATHER IN THE HOME ON AUGUST 1, 1950

1. Case Name: _____
2. State Number: _____
3. Date of first approval of case for Aid to Needy Children _____
4. Date case was last approved for Aid to Needy Children _____
5. Date of marriage of mother to stepfather _____
6. Is the stepfather included in the Family Budget Unit? ☐ Yes ☐ No
 - a. Give details of his financial situation, including income and resources:

 - b. Give details of current employment and earning:

 - c. If unemployed is he considered employable? Give details:

7. List sex, age and relationship to caretaker of persons in Aid to Needy Children family budget unit

| | Sex | Age | Relationship to Caretaker |
|--------------|-----|-----|------------------------------|
| a. Caretaker | | | XXXXXXXXXXXXXXXXXXXXXXXXXXXX |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |
| g. | | | |
| h. | | | |
| i. | | | |
| j. | | | |

8. List by sex, age and relationship to caretaker, others in the ANC household

| | Sex | Age | Relationship to Caretaker |
|----|-----|-----|---------------------------|
| a. | | | |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |

9. Number of children eligible to receive ANC _____

10. Were the needs of the case determined on a:

| | Yes | No |
|--------------------------|--------------------------|--------------------------|
| a. family budget basis | <input type="checkbox"/> | <input type="checkbox"/> |
| b. board and care basis | <input type="checkbox"/> | <input type="checkbox"/> |
| c. other (specify) _____ | <input type="checkbox"/> | <input type="checkbox"/> |

11. a. Total needs of family budget unit \$ _____

b. Income (describe sources) \$ _____

c. Aid to Needy Children Grant \$ _____

d. Unmet Needs \$ _____

e. List special needs and amounts included in budget . . . \$ _____

_____ \$ _____

_____ \$ _____

12. Was a determination made as to what needs the stepfather could and would provide for his wife? ☐ Yes ☐ No

13. What items of need are actually provided by the stepfather for his wife?

14. Was a determination made as to what needs the stepfather could and would provide for his stepchildren? ☐ Yes ☐ No

15. What items of need are actually provided by the stepfather for the stepchildren?

16. In your opinion, to what extent is the stepfather able to give additional financial assistance to the wife and/or stepchildren? _____

17. Reason for deprivation of support for oldest child

| Reason | Enter Dates where Reason Applies | |
|---|----------------------------------|--------|
| | Father | Mother |
| Dead | | |
| Tuberculous | | |
| Mentally incapacitated (living in home) | | |
| Physically incapacitated | | |
| Absent--deserted | | |
| Absent--divorced | | |
| Absent--separated | | |
| Absent--marriage annulled | | |
| Absent--incarcerated (imprisoned) | | |
| Absent--in mental hospital | | |

18. Remarks: Record any additional information which will serve to clarify answers to above items.

Date _____

Signature of person
completing form

_____ Title

SURVEY OF AID TO NEEDY CHILDREN CASES WITH TOTAL NEEDS
(INCLUDING BASIC AND SPECIAL NEEDS)
AMOUNTING TO \$250 OR MORE FOR THE MONTH OF AUGUST 1950

1. Case Name _____ 2. State Case Number _____
3. Date of first approval of case for Aid to Needy Children _____
4. Date case was last approved for Aid to Needy Children _____
5. List sex, age and relationship to caretaker of persons in Aid to Needy Children family budget unit

| | Sex | Age | Relationship to Caretaker |
|--------------|-----|-----|------------------------------|
| a. Caretaker | | | XXXXXXXXXXXXXXXXXXXXXXXXXXXX |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |
| g. | | | |
| h. | | | |
| i. | | | |
| j. | | | |

6. List by sex, age and relationship to caretaker, others in the ANC household

| | Sex | Age | Relationship to Caretaker |
|----|-----|-----|---------------------------|
| a. | | | |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |

7. Number of children eligible to receive ANC _____

8. Were the needs of the case determined on a:

| | Yes | No |
|--------------------------|--------------------------|--------------------------|
| a. family budget basis | <input type="checkbox"/> | <input type="checkbox"/> |
| b. board and care basis | <input type="checkbox"/> | <input type="checkbox"/> |
| c. other (specify) _____ | <input type="checkbox"/> | <input type="checkbox"/> |

9. Family Budget Unit:

Total

| | |
|------------------------------------|----------|
| a. Food | \$ _____ |
| b. Clothing | \$ _____ |
| c. Personal needs | \$ _____ |
| d. Recreation | \$ _____ |
| e. Housing: | |
| (1) Rent | \$ _____ |
| (2) Property payment, upkeep, etc. | \$ _____ |
| f. Utilities | \$ _____ |
| g. Household operation | \$ _____ |
| h. Telephone | \$ _____ |
| i. Education and incidentals | \$ _____ |
| j. Transportation | \$ _____ |
| k. Insurance | \$ _____ |
| l. Medical and dental care | \$ _____ |
| m. Special needs | \$ _____ |

| | | |
|----------------|--|----------|
| <u>Totals:</u> | n. Total needs (a through m) | \$ _____ |
| | o. Total income | \$ _____ |
| | p. Total needs minus total income | \$ _____ |
| | q. Amount of Aid to Needy Children Grant | \$ _____ |
| | r. Unmet need (difference between p and q) | \$ _____ |

10. Income: Enter amounts and sources of income and indicate whether income is (a) likely, (b) not likely, or (c) uncertain to be continuous.

| <u>Amount</u> | <u>Source</u> | <u>Possibility of Continuing</u> <u>(a, b or c)</u> |
|---------------|---------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Total _____

(Total amount should be the same as in 9(o) above)

11. Other resources not included as income to family budget unit, i.e., free rent, or payment of utilities, rent, or other items, etc., from other sources. List amounts and sources, and indicate whether income is (a) likely, (b) not likely, or (c) uncertain to be continuous.

| <u>Amount</u> | <u>Source</u> | <u>Possibility of Continuing</u> <u>(a, b or c)</u> |
|---------------|---------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

12. Special needs: List by amount, exact item of special need, and worker's estimate of approximate number of months specified need will continue.

| <u>Amount</u> | <u>Source</u> | <u>Estimate of Number of</u> <u>Months Need will Continue</u> |
|---------------|---------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Total _____

(Total amount should be the same as in Item 9m above of "family budget unit.")

13. To what degree have relatives been interviewed in regard to contributing to the family?

14. Reason for deprivation of support for oldest child

| Reason | Enter Dates where Reason Applies | |
|---|----------------------------------|--------|
| | Father | Mother |
| Dead | | |
| Tuberculous | | |
| Mentally incapacitated (living in home) | | |
| Physically incapacitated | | |
| Absent--deserted | | |
| Absent--divorced | | |
| Absent--separated | | |
| Absent--marriage annulled | | |
| Absent--incarcerated (imprisoned) | | |
| Absent--in mental hospital | | |

15. Remarks: Give any information which will clarify above answers.

Date _____ Signature of person completing form _____ Title _____

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. L. Schottland
(Signature)

Director
(Title)

8-30-50
(Date)

CHARLES I. SCHOTTLAND
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE **FILED**
616 K STREET In the Office of the Secretary of State
SACRAMENTO 14 of the State of California

August 28, 1950

AUG 31 1950

DEPARTMENT BULLETIN NO. 431 (FISCAL)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

At 4:55 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

Subject: Requirements for Authorization of
Aid Payments by County Boards of
Supervisors - OAS, ANB, APSB, ANC

Various sections of the Welfare and Institutions Code place responsibility upon county boards of supervisors to act upon applications for Old Age Security, Aid to Needy Blind, Aid to Partially Self-supporting Blind Residents and Aid to Needy Children, and to make such changes in the grants as may be necessary. Although subject to State Department of Social Welfare regulation, the particular manner in which the board action is taken is left to the individual county.

Recommendations for action are presented to the board of supervisors in one of the following forms:

- a. The individual documents (Forms Ag, Bl, CA 201 or Ag, Bl, CA 232)
- b. Board letters or listings. A number of counties are combining their former board letter form with the suggested batch voucher form provided for in Department Bulletin 416 and are thus accomplishing in one listing the form for presentation to the board and the required reconciliation control.
- c. A typed or automatic payroll such as those included in the county claim to the State Department of Social Welfare (Form AB, CA 801 or its equivalent). This method simultaneously authorized the award to each recipient as listed thereon and gives authority to the auditor to issue the warrants. Thus, in counties where the latter authority is considered necessary, this form of presentation may be effective in speeding up the authorization and payment processes.

Regardless of the form in which recommendations are presented to the board of supervisors, the following is required with respect to action on individual cases:

1. Board approval shall be given prior to the carrying out of the action with respect to the applicant or recipient. Thus warrants are not to be released or cancelled (with the exception of statutory warrant cancellations) or discontinuances or denials effected until the board has taken formal action thereon.

2. Board action shall be explicit, e.g., implied action by omission from the listing or payroll of an application to be denied or case to be discontinued shall not be regarded as board action. If recommendations are presented to the board in the form of a typed or automatically run payroll, new cases and restorations shall be clearly identified on the roll as such or listed separately. Discontinuances and denials shall also be listed separately.
3. Each board action shall be certified by the board clerk or deputy on individual documents (Forms Ag, Bl, CA 201 or Ag, Bl, CA 232) which shall be filed in the individual case record. If a county desires to maintain separate document files at a location different from that at which the records are kept, identical documents certifying board action shall nevertheless be filed in the individual case record.
4. Each board action on a case or group of cases shall also be recorded on a board letter, a batch voucher or other form of listing to be retained in the county readily accessible to state and federal auditors. (See Department Bulletin 416, Item 2(b)).

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

FILED

In the Office of the Secretary of State
of the State of California

AUG 31 1950

At 4:35 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. I. Schollkopf
(Signature)

Director
(Title)

8-30-50
(Date)

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. I. Schottland
(Signature)

Director
(Title)

8-30-50
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
August 29, 1950

FILED
in the Office of the Secretary of State
of the State of California

AUG 31 1950

DEPARTMENT BULLETIN NO. 432 (ANC)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
LOS ANGELES JUVENILE COURT
SAN FRANCISCO JUVENILE COURT

At 4:35 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

Subject: Numbering System---Aid to Needy
Children

In order to maintain a uniform numbering system for Aid to Needy Children case records which meets the fiscal reconciliation requirements and provides for ready selection of sample cases for statistical purposes, the state numbering system will be continued under the decentralized plan. County welfare departments that are not presently assigning state numbers to Aid to Needy Children applications shall arrange to do so by October 1, 1950, when submission of the Forms CA 200 and 201 to the State Department of Social Welfare is discontinued; this department will notify such counties of the state number with which to begin numbering applications.

The Aid to Needy Children number series shall be independent of the OAS and ANB-APSB and GR series.

Effective October 1, 1950, a state number is to be assigned to each application at the time it is taken or as soon as administratively possible. Thus each application (CA 200) which has been signed by an applicant regardless of subsequent action--whether withdrawn by applicant, cancelled, or acted upon by the board of supervisors (denied or approved)--shall carry a state number. All applications pending in the county on October 1, 1950, shall be assigned a state number.

Numbering System for Aid to Needy Children Applications

1. Counties which have heretofore received Aid to Needy Children case number assignments from the State Department of Social Welfare shall assign consecutive numbers to all applications and cases beginning with a number to be designated by the State Department of Social Welfare.
2. Children who are full brothers and sisters living in the same county shall be assigned the same number whether or not they are living in the same household. Additional children for whom application is made subsequent to the original application shall also receive the same number if full brothers and sisters.
3. Related children except full brothers and sisters (i.e., half-brothers and half-sisters, step-brothers and step-sisters, cousins, nieces, and nephews) shall be assigned the same number if they are living in the same home and have the same payee.

CHARLES I. SCHOTTLAND
Director

WV 103, 103.5, 1560
EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
August 30, 1950

FILED
In the Office of the Secretary of State
of the State of California

AUG 31 1950

DEPARTMENT BULLETIN NO. 433 (ANC)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
LOS ANGELES JUVENILE COURT
SAN FRANCISCO JUVENILE COURT

At 4:55 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

Subject: ANC Authorization Forms
and Controls

Pending adoption of amended authorization forms for Aid to Needy Children, the use of Form CA 201, Certificate of Eligibility, and Form CA 232, Notice of Change--ANC, shall be continued for all actions relating to Aid to Needy Children payments. Minor revisions of these forms will be made in order to facilitate the recording of additional information required in this bulletin.

Effective immediately, for all county actions that are taken which will affect the counties' November, 1950, ANC claims, it will be necessary to complete a separate Form CA 201, Certificate of Eligibility, and a separate Form CA 232, Notice of Change--ANC, whenever there is more than one payee for children receiving ANC under the same state number. In addition, it will be necessary to record certain additional information on the existing Forms CA 201 and 232 in order that the counties' claims for state and federal participation will be accurate. To assure that certain actions which affect federal, state, and county participation are taken at the required times, the counties shall use certain controls.

The Director of the State Department of Social Welfare is accountable to the state and federal governments for assistance payments made by the counties and certifies as to their validity and accuracy. Therefore, it is necessary that the correct determination of non-county and federal status be made at all times to insure correct claims to the State Department of Social Welfare. Determination as to non-county status shall be made in accordance with the provisions of the Manual of Policies and Procedures--Aid to Needy Children, Sections C-400 through C-415, County Participation. Determination as to federal status shall be made according to the ANC Manual, Sections C-420 through C-447, Federal Participation, and Sections 627-00, 627-30, 627-85, and 627-90, Financial Procedures - County Aid Claims, of the Manual of Policies and Procedures.

I. Form CA 201 (New Cases and Reapplications)

A. Separate Certificates of Eligibility

The following paragraph, except the last sentence, is substituted for Manual Section C-463, paragraph 1:

A Certificate of Eligibility, Form CA 201, is required to report action for every child for whom application or reapplication has been made on Form CA 200. Only those children for whom application has been made and who will receive Aid to Needy Children under the same state number and who have the same payee shall be shown on one certificate. Separate certificates on new cases shall be completed for children receiving Aid to Needy Children under the same state number who do not have the same payee even though the reason for deprivation of parental support and care is the same. (This provision negates Item 10a, fourth paragraph of Sec. C-466 of the ANC Manual.)

B. Additional Information

On all Forms CA 201 prepared to report actions which will affect the November 1950 ANC claims to the State Department of Social Welfare, the following information shall be recorded in addition to that required in Manual Section C-466.

1. Total Number of Children Eligible and Ineligible for Federal Participation--(Item 4)

On each Form CA 201, the columns headed Federal Participation under Item 4 shall be extended and totalled under "yes" and "no" to show the number of children eligible and the number ineligible for federal participation.

To assure a more accurate determination of federal or non-federal status, the name of the payee shall be entered in the column headed Payee even though the payee is the applicant.

In the unusual situation in which the payee is not a relative eligible for federal participation (Manual Section C-423) yet federal participation is available because the payee is a guardian or a person acting for the relative during a temporary emergency period (Manual Section C-429), this basis for checking the "yes" column under Federal Participation shall be explained in the space available under Item 4.

2. Retroactive Payments

If for any reason no federal participation is available in the assistance payment authorized for specific months, the specific period for which payment is to be claimed "non-federal" shall be noted in Item 10 on Form CA 201. For instance, there is normally no federal participation in retroactive initial payments (payments for months prior to that month in which the board of supervisors grants an application). "Non-federal for months prior to month of board of supervisors' action", or some other appropriate statement, must be recorded in Item 10 opposite the authorized assistance payment.

3. Additional Child

When an additional child of a group currently receiving Aid to Needy Children under one state number on a family budget basis is granted assistance and the payee is the same as for the other children, and when (according to Manual Section C-466) Item 10 is completed with the full amount of the assistance payment to be granted for all the children, enter under this payment the amount of the previous authorized assistance payment in parenthesis "()".

II. Form CA 232, Notice of Change

A. Separate Notices of Change

Manual Section C-569, Section B, is modified to require a separate Notice of Change for each payee if there is more than one payee for children receiving Aid to Needy Children under the same state number.

Attention is called to the instructions for completing Section I, Column 3, of Form CA 232, in Manual Section C-569 which requires that "if not all children are affected by the change, enter 'No Change' opposite the name of each child for whom no change is being made." This report is essential so that the State Department of Social Welfare can properly separate partial discontinuances from total discontinuances in making its report on discontinuances to the Social Security Administration.

B. Additional Information

On all Forms CA 232 prepared to report actions which will affect the November 1950 ANC claims, the following information shall be recorded in addition to that required in Manual Section C-569.

1. Total of Number of Children Eligible and Ineligible for Federal Participation---(Section I)

On each Form CA 232, the columns headed Eligible Federal Participation in Section I shall be extended and totalled under "yes" and "no" to show the number of children eligible and the number of children ineligible for federal participation.

2. Old Authorized Assistance Payment

When assistance is restored, increased, decreased, or discontinued for some but not all the children, or there is a change in payee, the new authorized assistance payment shall be entered, as in the past, in Section I, Column 4, to the right. In addition, pending revision of the present Form CA 232, the amount of the old authorized assistance payment shall be recorded in parenthesis "()" opposite the new, to the left, unless the county has printed its own Form CA 232 and has already made provision for recording the old payment elsewhere on the form. The old authorized assistance payment should not be recorded when a restoration is made for all of the children in the family group. When assistance is discontinued for all of the children, it will be necessary to record in parenthesis "()", to the left, the amount of the payment which is being discontinued. When a change of payee is made for one or more, but not all, of the children in a family group with a resultant change in the payment to the old payee, the old authorized assistance payment shall be recorded in parenthesis "()" only on the Form CA 232 relating to the old payee. In this type of a situation, only the new authorized assistance payment shall be recorded on the Form CA 232 relating to the new payee. When a change of payee is made for all the children the old authorized assistance payment shall be recorded in parenthesis "()." "

The effective date of an increase recorded in Section I, Column 2, may be a month(s) for which the child or group of children has already received a payment. If the old authorized assistance payment as entered in Column 4 was not in effect during all the months for which additional payment is being granted, it will be necessary to record the amount already paid (old authorized payment in parenthesis "()") for each past month for which a retroactive or supplemental payment is to be paid. This information shall be recorded on the same Form CA 232 under "Reason for Change."

3. Non-County Status - Restorations

If restoration of ANC is made on a non-county basis for either the entire family group or for one child of the family group (Manual Section C-554), the date on which county residence began in the county making the restoration and the date on which county participation will begin shall be recorded, preferably in the space provided under "Reason for Change." If only one child has non-county status, this shall be designated by recording the child's given name following the required residence information.

4. Federal Status

If federal participation is not available for all months, the individual month(s) for which payment is to be claimed federal or non-federal shall be noted under "Reason for Change." If only one child has non-federal status, this shall be designated by recording the child's given name following the required federal reimbursement information.

5. School Status

Manual Section C-569 requires that Section IV of the Form CA 232 be completed to report a change in school status. On all Forms CA 232 prepared which will affect the November 1950 ANC claims, in addition, Section I, Columns 2, 3, and 5 shall be completed. Column 2 shall show, opposite the name of the child whose school status is being changed, the effective date of the change in school status. Column 3 shall show that the nature of the change is the school status. Column 5 shall record whether federal or non-federal participation is available and the effective date of change in participation.

III. Submission of Individual Case Documents to the SDW

Effective October 1, 1950, the county shall send to the State Department of Social Welfare, 616 K Street, Sacramento, only the following forms relating to the individual ANC cases:

CA 215A, Notification of Transfer Under W&IC 1512(c)

CA 230, Social Data Record Card - for all ANC approved cases - prepared in accordance with Manual Sections 285-00 through 289-99

CA 232, Notice of Change - for all ANC partial discontinuances and total discontinuances - reporting the reason for discontinuance in Sec. II and Material Change in Economic Circumstances in Sec. III.

ABC 808, Rep. of Repayment (These are not to be sent on a flow basis as heretofore, but are to be held and sent in with the monthly claim.)

The following is a summary of forms relating to individual cases which are no longer required to be sent to the SDSW. (A copy shall be kept in the individual case record.):

CA 200, Application for ANC

CA 201, Certificate of Eligibility - ANC

CA 215, Notification of Transfer - ANC

CA 232, Notice of Change, except those reporting reasons for discontinuance in discontinued cases

CA 234, Statement of Non-County Residence - ANC

IV. Controls

The counties shall set up, maintain, and use control files which assure that certain actions which affect federal, state, and county reimbursement are taken at the required times. The mandatory controls are: 18TH BIRTHDAY; SCHOOL STATUS; INTER-COUNTY TRANSFER, and NON-COUNTY REIMBURSEMENT. They shall be maintained centrally or by the case supervisor unit.

A. 18TH BIRTHDAY

This control shall assure that Aid to Needy Children is discontinued at the end of the month in which the child becomes 18 years of age. The following information is the minimum which shall be included in the control: The case name and state number as they appear on the case records; the name of the child in that case whose 18th birthday is being controlled; the date of the 18th birthday; and the desired "come-up" date.

A control procedure which has proven successful is as follows: After the completion of the application or restoration investigation on a case and after each annual reinvestigation, the case is sent to the clerk who maintains the control for review for items which need to be controlled for action either in the following reinvestigation year or, if preferred, in a later year. At this time it is noted what child or children will become 18 years of age. For this child, a control card is initiated with at least the minimum information required in the above paragraph. The card is filed in the central control by "come-up" date and alphabetically by case name. A "come-up" file is set up by time divisions and operates by the rotation of these time divisions as a sort of perpetual calendar. As time divisions come to current status and are cleared, they are placed at the back of the file to start the forward movement again. Worker and supervisor are signaled, by memo, one month in advance of the month in which the 18th birthday will occur. If not cleared by the first of the month in which the 18th birthday occurs, a second signal is sent to both worker and supervisor.

B. SCHOOL STATUS

This control shall be made up of two parts, one to assure the determination of the child's school status when he becomes 16 years of age and one to

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. I. Schottland
(Signature) *CS*

Director
(Title)

8-28-50
(Date)

assure the same determination at the beginning of each school year for the child who is between 16 and 18 years old.

This control works well when maintained in the same manner as the 18th birthday control. The two controls may be combined on the same card.

C. INTER-COUNTY TRANSFER

This control shall assure that assistance is discontinued and begun at the proper time in accordance with manual provisions outlining the transfer of county responsibility for the payment of assistance, i.e., that there shall be neither lag nor overlapping between the date of discontinuance by the first county granting assistance and the beginning date of assistance in the new county of residence. The control shall consist of two divisions, one for transfers "out" and one for transfers "in."

A control procedure which has proven successful is as follows: the "out" control is initiated as the Form CA 215 or Form CA 215A goes out the first time. Worker and supervisor are notified by memo if the control is not cleared by the return of Form CA 215 or Form CA 215A within the control period. The control is then renewed, if necessary, as directed by the case supervisor. Each subsequent step in the transfer-out process is controlled, and cleared, as documents flow across the central control desk. As time is extremely important in this procedure, worker and case supervisor should be promptly and directly notified whenever a control date is not met by an appropriate action.

The "in" control is initiated when the Form CA 215 or Form CA 215A is first received and is to be used to control each step of the transfer-in process. As in the case of the transfer-out, it is imperative that controls be carefully and accurately maintained and that immediate notice be given when a control date passes without the required action.

D. NON-COUNTY REIMBURSEMENT

This control shall assure that non-county reimbursement by the state is discontinued on the required date. The minimum information which shall be included in the control is the following: the case name and state number as they appear on the case records; the name of the child in that case whose non-county status is being controlled (if only one or some of the children are non-county); the date county participation begins; and the desired "come-up" date.

A control on this type of action operates successfully when set up in the same manner as the 18th birthday control, the control card being initiated at the time non-county reimbursement is being requested.

All controls may be set up on one control card. When this is done, the card should always be filed according to the control item first due. As cleared, the card is then re-filed for the next due date.

It has been found that controls usually will not break down if the following points are always adhered to:

1. Controllable items are channelled in the same way,

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
August 11, 1950

FILED
In the Office of the Secretary of State
of the State of California

AUG 31 1950

DEPARTMENT BULLETIN NO. 428 (STAT.)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
LOS ANGELES JUVENILE COURT
SAN FRANCISCO JUVENILE COURT
CHILDREN'S INSTITUTIONS

At 4:55 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

Subject: Reporting on Form CA 230,
Social Data Record Card--
Aid to Needy Children

Effective immediately, with respect to Form CA 230 (Social Data Record Card - Aid to Needy Children) the county shall:

1. In Item 18, Column 10, record for each child the marital relationship (married, unmarried, widowed, divorced, or separated) which existed between the child's natural (or adoptive) father and natural (or adoptive) mother at the time of approval. If there are several children in the family who are not full brothers and sisters, the entries in Column 10 may vary. For example: In a case of a mother and two children, the mother had been married to the first child's father who is now dead. With respect to this child the entry in Column 10 would be "widowed." The mother was never married to the father of the second child. Hence the entry in Column 10 with respect to this child would be "unmarried." This supersedes Manual Section 287-35 insofar as it applies to Aid to Needy Children.
2. In Item 18, Column 13 or 15, or both, record for each child the month and year since which the child was deprived of care or support of the parent(s) for the reason(s) indicated in Column 12 and/or 14. For example: If the father was imprisoned in June 1950, enter "6-50" in Column 13. If the mother became physically incapacitated in August 1950, enter "8-50" in Column 15.

Entries in Columns 12 and 14 should be consistent with entries in Column 10 for the same child.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. I. Schottland
(Signature) *Rp*

Director
(Title)

8-31-50
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
September 1, 1950

AID TO NEEDY CHILDREN MANUAL LETTER NO. 5

The attached revisions numbered 24 through 26 are to be entered in your copy of the Manual of Policies and Procedures--Aid to Needy Children and the revision numbers canceled on the inside of the Manual cover.

These revisions were adopted by the Social Welfare Board on August 25, 1950, to be effective September 1, 1950.

Sec. C-305 has been revised to provide for the consideration of the buyer's and the seller's equity (rather than total assessed value) in real property bought or sold under contract of sale when determining eligibility with respect to the buyer and/or the seller.

Sec. C-572 as revised provides that the right to request repayment of assistance exists if assistance was received as a result of false statement, misrepresentation, or other fraudulent device. If an erroneous payment has been made, i.e., a payment for which there is no valid authorization by the board of supervisors or for which there is a valid authorization for a lesser amount than the amount paid, there is also the right to request repayment. Note that, due to the reorganization of the material on the first two pages, no Parts C and D now appear in this section. The parts on succeeding pages of the section will be renumbered when the rest of the section is revised.

FILED

In the Office of the Secretary of State
of the State of California

AUG 31 1950

At 4:55 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By [Signature] Deputy

C-305 (Continued)

C-305

Property is considered owned if it is held under any of the following conditions:

1. Clear of all indebtedness
2. Subject to mortgage, deed of trust, etc.
3. Subject to sale to another party under contract of sale
4. Subject to purchase from another party under contract of sale
5. As a homestead
6. In an undistributed estate provided the property is in fact available prior to distribution

If real property is sold and a mortgage or deed of trust is taken as security for the unpaid balance of the sale price, title passes to the buyer. The assessed value of property so sold by the child or his parent is not considered as real property in determining eligibility. The assessed value of property so bought by the child or his parent is considered as real property in determining eligibility.

If real property is bought under contract of sale, title remaining with the seller, the buyer's equity in the property (which increases as he makes payments on the property) shall be considered in determining his eligibility. The buyer's equity is the assessed value less the unpaid balance on the purchase price.

If real property is sold under contract of sale, title remaining with the seller, the seller's equity in the property (which decreases as the buyer makes payments on the property) shall be considered in determining his eligibility. The seller's equity is the assessed value less the total amount paid on the principal (excluding interest).

If both the buyer and the seller of real property sold under contract of sale are each the parent of a child for whom application for assistance is made or assistance is received, each parent's equity is considered in determining eligibility of his child.

If a parent is selling one piece of real property under contract of sale and buying another under contract of sale, his equity with respect to both pieces of property is considered.

While real property is held in escrow, title to property does not pass to the purchaser but remains with the seller. Therefore, the assessed value of property placed in escrow is a factor in determining eligibility if the child or his parent is the seller.

If a parent or child does not have control of all or part of a trust of which he is the beneficiary, the real property in the trust or that portion of it not under his control shall not be considered in determining the real property holdings. If ownership of the trust is dependent upon the occurrence of a certain event, such as the beneficiary attaining the age of 21 years, such trust is not considered the property of the beneficiary until the stipulated event occurs.

(Section Continued on Next Page)

C-300 REAL PROPERTY REQUIREMENTS**C-300**

A child shall be considered eligible with respect to real property if the assessed value of all community and separate real property owned by each child and by his parents, less all encumbrances of record, does not exceed \$3,000. Even though the parents are living separate and apart, the assessed value of their community and separate property shall be considered, except:

1. If full custody of the child has been surrendered by a parent pursuant to a court order, that parent's property shall not be considered. However, if there has been no property settlement, the share of community property of the parent who has custody as well as his separate property, if any, shall be considered in determining eligibility. If there has been a property settlement, the property awarded the parent having custody of the child along with any other property of that parent shall be considered. Court orders for support of the child or property settlements involving income shall constitute a potential source of income; therefore, the investigation and determination of the availability thereof shall be made in accordance with Sec. C-366, Determination of Amount of Contribution from an Absent Parent.
2. If a parent has relinquished the child for adoption and the relinquishment has been filed with the SDSW, the property of that parent shall not be considered.
3. If the father of the child is not married to the mother and the parents are not maintaining a home together, the property of the father shall not be considered, unless the father has legitimized the child under Sec. 230 of the Civil Code. (W&IC 1520, 1560)

C-302 DEFINITION OF REAL PROPERTY**C-302**

Real property is considered to be property which is immovable. It includes burial space. Also, for purposes of determining eligibility for ANC, ownership of stock in a water company not appurtenant to the land shall be considered real property to the extent of and in the amount necessary to obtain water for agricultural purposes. (W&IC 1520.1, 1560)

C-305 OWNERSHIP OF REAL PROPERTY**C-305**

The term "owner" includes all persons who hold legal title to property. It includes the seller and the buyer of real property under a contract of sale.

(Section Continued on Next Page)

C-572 (Continued)

C-572

B. RIGHT TO REQUEST REPAYMENT

If an overpayment occurs and it is not possible to effect a complete adjustment within the current adjustment period either by decrease or discontinuance of assistance, the right to request repayment of assistance exists only in those cases in which the assistance was received as a result of false statement, misrepresentation, or other fraudulent device, and only to the extent of:

1. The unadjusted balance of the overpayment, if partial adjustment has been made in the current adjustment period, or
2. The total amount of the overpayment, if no adjustment within the current adjustment period is possible.

In the absence of fraudulent intent there is no right to request repayment except to the extent that overpayment can be adjusted within the current adjustment period.

Note: See Sec. 670-79 of the Manual of Policies and Procedures regarding erroneous payments made for which there is not valid authorization.

(Section Continued on Next Page)

C-572 REPAYMENT OF ASSISTANCE

C-572

(For more complete statement, see Financial Procedures sections)

A. REQUIREMENTS

Whenever it appears that an overpayment of assistance has been made, i.e., assistance has been paid during a period for which there was not eligibility or a greater amount of assistance has been paid than for which there was eligibility, the county shall determine:

1. Whether overpayment of assistance has been made
2. The period of overpayment
3. The reason for overpayment
4. The amount of overpayment
5. Whether or not overpayment was the result of fraudulent intent
6. Whether or not the right to request repayment exists

These determinations and the bases for the determinations shall be recorded in the narrative.

(Section Continued on Next Page)

CHARLES I. SCHOTTLAND
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

September 1, 1950

FILED
In the Office of the Secretary of State
of the State of California

AUG 31 1950

At 4:55 o'clock *pm* M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

ADOPTION MANUAL LETTER NO. 22

The attached revisions numbered 118 through 120 are to be entered in your copy of the Manual of Adoptions and the revision numbers canceled on the inside of the Manual cover.

These revisions were adopted by the Social Welfare Board on August 25, 1950, to be effective September 1, 1950.

Form Adop M56B, Monthly Statistical Report on Children Legally Free for Adoption Under the Relinquishment Program, has been revised to include in the report children legally free for adoption without relinquishment action. The revised Form Adop M56B is incorporated into Sec. 2999-00 and the revised instructions for the completion of the form into Sec. 2904-00.

2902-00 (Continued)

2902-00

Item 10. Approved Homes Disposed of During Month. Enter the number of approved homes disposed of during the month. The entry in this item is the sum of the entries in Items 10A through 10D which follow.

Item 10A. Adoptive Placements Made. Enter the number of homes in which adoptive placements were made.

Item 10B. Approval Canceled by Agency. Enter the number of homes for which approval was canceled by the agency.

Item 10C. Application Withdrawn by Applicant. Enter the number of applications that were withdrawn by the applicant.

Item 10D. Other. Enter the number of homes disposed of by methods other than those specified in Item 10A, 10B, or 10C. Specify the method of disposal on the back of the form.

Item 11. Approved Homes Available for Adoptive Placement at End of Month. Enter the difference between the entries in Items 9 and 10.

2902-00 (Continued)

2902-00

Item 6A. Home Study in Process. Enter the number of applications on which home study is in process and which are pending at the end of the month. Cases in which only preliminary paper work, such as obtaining authorizations or verifications, is being done by the agency are not considered to have a home study in process and are to be included in Item 6B.

Item 6B. Home Study Not in Process. Enter the number of applications on which home study is not in process and which are pending at the end of the month. Include cases in which only preliminary paper work, such as obtaining authorizations or verifications, is being done by the agency.

Approved Homes Available for Adoptive Placements

Report in this section activity in regard to homes that have been approved and are available for adoptive placement.

Item 7. Approved Homes Available for Adoptive Placements at Beginning of Month. Enter the number of homes available for adoptive placements at the beginning of the month. The entry in this item should be the same as the entry in Item 11 of last month's report. If Item 11 was in error, make the correction in Item 7 and give the reason for the correction on the back of the form.

Item 8. Homes Approved During Month. Enter the number of homes approved for adoptive placement during the month. The entry in this item is the same as the entry in Item 5A, approved applications to adopt relinquished children.

Item 9. Total Homes. Enter the sum of the entries in Items 7 and 8.

(Section Continued on Next Page)

2904-00 (Continued)

2904-00

Item 4. Change in Status During Month. Enter the number of children whose status changed during the month. The entry in this item is the sum of the entries in Items 4A, 4B, and 4C which follow.

Item 4A. Children Placed for Adoption. Enter the number of children placed for adoption during the month.

Item 4B. Relinquishment Rescinded. Enter the number of children whose relinquishments were rescinded during the month. The entry in this item is the sum of the entries in Items 4B(1) and 4B(2) which follow.

Item 4B(1). Before Filing With SDSW. Enter the number of children whose relinquishments were rescinded before the relinquishments were filed with the SDSW.

Item 4B(2). After Filing With SDSW. Enter the number of children whose relinquishments were rescinded after the relinquishments were filed with the SDSW.

Item 4C. Other. Enter the number of children whose relinquishment status changed during the month for reasons other than those specified in Item 4A or 4B. Specify the reason for the change at the bottom of the form. For example, death of the child.

Item 5. Children Legally Free for Adoption at End of Month. Enter the difference between the entries in Items 3 and 4. The entries in this item are also the sum of the entries in Items 5A and 5B which follow.

Item 5A. Relinquishment Filed With SDSW. Enter the number of children for whom relinquishments have been filed with the SDSW and who are awaiting placement at the end of the month.

Item 5B. Relinquishment Not Filed With SDSW. Enter the number of children for whom relinquishments have not been filed with the SDSW and who are awaiting placement at the end of the month.

2904-00 MONTHLY STATISTICAL REPORT ON CHILDREN LEGALLY FREE
FOR ADOPTION UNDER THE RELINQUISHMENT PROGRAM
FORM ADOP M56B

2904-00

It is the purpose of this report (Form Adop M56B) to provide data on the number of children awaiting placement for adoption for whom relinquishments have been signed, or for whom actions in lieu of relinquishment have been completed, or who are legally free for adoption without any prior action. Include all relinquishments valid for filing with the SDSW regardless of whether they have yet been filed.

Definition of Column Headings

Column 1. Total. This column is for entering the totals of the entries in Columns 2 and 3.

Column 2. Relinquishment Signed. Use this column for the required entries with respect to signed relinquishments. Include only those children for whom all of the relinquishments required to make the child legally free for adoption have been obtained.

Column 3. Action in Lieu of Relinquishment. Use this column for the required entries with respect to actions in lieu of relinquishment and for children who are legally free for adoption without any prior action.

Definition of Items

Item 1. Children Legally Free for Adoption at Beginning of Month. Enter the number of children legally free for adoption at the beginning of the month. The entries in this item should be the same as the entries in Item 5 of last month's report. If Item 5 was in error, make the corrections in Item 1 and give the reason for the corrections in a footnote.

Item 2. Relinquishment Actions During Month. Enter the number of children for whom relinquishment action was completed during the month. Include children legally free for placement for adoption without relinquishment action as well as those legally free by action in lieu of relinquishment.

Item 3. Total Children Awaiting Placement. Enter the sum of the entries in Items 1 and 2.

(Section Continued on Next Page)

2999-00 (Continued)

2999-00

State of California

FOR DEPARTMENTAL DISCUSSION ONLY

Department of Social Welfare

MONTHLY STATISTICAL REPORT ON CHILDREN LEGALLY FREE FOR
ADOPTION UNDER THE RELINQUISHMENT PROGRAM*

AGENCY _____

COUNTY _____ REPORT FOR MONTH OF _____ 19 _____

| | TOTAL (Col. 1) | RELINQUISHMENT SIGNED (Col. 2) | ACTION IN LIEU OF RELINQUISHMENT* (Col. 3) |
|---|-------------------|--------------------------------------|---|
| 1. Children Legally Free for Adoption at Beginning of Month (same as Item 5 of last month's report)..... | | | |
| 2. Relinquishment Actions During Month*..... | | | |
| 3. Total Children Awaiting Placement (Item 1 \neq 2)..... | | | |
| 4. Change in Status During Month (Item 4A \neq 4B \neq 4C)..... | | | |
| A. Children Placed for Adoption..... | | | |
| B. Relinquishment Rescinded (Item 4B(1) \neq 4B(2))... | | | XXXXXXXXXXXXXX |
| (1) Before Filing with SDSW..... | | | XXXXXXXXXXXXXX |
| (2) After Filing with SDSW..... | | | XXXXXXXXXXXXXX |
| C. Other (Specify below)..... | | | |
| 5. Children Legally Free for Adoption at End of Month (Item 3 minus 4, also Item 5A \neq 5B)..... | | | |
| A. Relinquishment Filed with SDSW..... | | | XXXXXXXXXXXXXX |
| B. Relinquishment Not Filed with SDSW..... | | | XXXXXXXXXXXXXX |

Report Submitted by _____ Title _____
Date _____

* Also include children legally free for adoption for whom neither relinquishment nor action in lieu of
relinquishment is required.

Form ADOP M56B, Revised July 1950

(Section Continued on Next Page)

2999-00 FORMS USED IN STATISTICAL PROCEDURES

2999-00

State of California

Department of Social Welfare

MONTHLY STATISTICAL REPORT ON APPLICATIONS
AND HOMES APPROVED FOR ADOPTIVE PLACEMENTS - RELINQUISHMENT PROGRAM

FORM ADOP M56A

Agency _____

County _____

Report for Month of _____

19____

1. New application requests received during month.....

Applications

2. Applications pending at beginning of month (Same as Item 6 of last month's report)

3. Applications accepted during month.....

4. Total applications (Item 2 + 3).....

5. Applications disposed of during month (Item 5a + 5b + 5c + 5d).....

A. Approved

B. Denied

C. Withdrawn

D. Other (Specify on Reverse).....

6. Applications pending at end of month (Item 4 minus 5, also Item 6a + 6b) ..

A. Home study in process

B. Home study not in process

Approved Homes Available for Adoptive Placements7. Approved homes available for adoptive placements at beginning of month
(Same as Item 11 of last month's report)

8. Homes approved during month (same as 5a above)

9. Total homes (Item 7 + 8)

10. Approved homes disposed of during month (Item 10a + 10b + 10c + 10d).....

A. Adoptive placements made

B. Approval cancelled by agency

C. Application withdrawn by applicant

D. Other (Specify on reverse)

11. Approved homes available for adoptive placement at end of month (Item 9
minus 10).....

Report submitted by _____ Title _____

Date _____

Form Adop M56A, April 1948

(Section Continued on Next Page)

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. L. Schottlander
(Signature)

Director
(Title)

8-31-50
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
September 1, 1950

FILED
In the Office of the Secretary of State
of the State of California

AUG 31 1950

At 4:55 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

MANUAL LETTER NO. 143

The attached revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision number added (if necessary) and canceled on the separators of the revised chapters. The revision numbers are as follows:

| | |
|----------------------------|---------------------------|
| Real Property | Revisions 89 and 90 |
| Institution Inmates | Revision 52 |
| Relatives | Revisions 43 through 49 |
| Investigation and Decision | Revision 212 |
| Social Data Record | Revisions 11 and 12 |
| Financial Procedures | Revisions 503 through 505 |

These revisions were adopted by the Social Welfare Board on August 25, 1950, to be effective on September 1, 1950, except Sec. 165-15 which is to be effective October 1, 1950.

Sec. 132-54 has been revised to provide for the consideration of the buyer's and the seller's equity (rather than the total assessed value) in real property bought or sold under contract of sale when determining the eligibility of the buyer and/or the seller.

Sec. 165-15 has been reworded for clarity. The former revision erroneously implied that aid must always be restored as of the date the former recipient is released from the county institution. This is not true if the board of supervisors' action authorizing the restoration occurs in a subsequent month.

Sec. 175-05 has been revised to eliminate the use of the OAS Relatives' Contribution Scale in ANB and APSB, to clarify and incorporate the investigation procedure with respect to relatives given in Department Bulletin No. 420, pages 3 and 4, and to incorporate the provisions of Sec. 172-15, Determination Regarding Contributions from Out-of-state Responsible Relatives, and 234-00, Statement of Responsible Relatives of Applicant, insofar as they relate to ANB and APSB.

Sec. 234-00 is deleted because the provisions with respect to ANB and APSB are now in Sec. 172-05 and the provisions with respect to OAS are superseded by Department Bulletin No. 419.

Sec. 287-35 has been revised and Sec. 288-35 added to incorporate the provisions of Department Bulletin No. 428.

Sec. 670-75, as revised, defines the term "overpayment" and specifies what determination is to be made if it appears that an overpayment has been made.

New Secs. 670-76 and 670-77 specify the circumstances under which there is, or is not, the right to request repayment.

New Sec. 670-79 provides that if an erroneous payment has been made, i.e., a payment for which there is no valid authorization by the board of supervisors or for which there is a valid authorization for a lesser amount than the amount paid, there is the right to **request repayment**.

Secs. 670-80, 670-85, and 670-90 are deleted since the provisions of these sections have been revised and incorporated into Secs. 670-76 and 670-77 of this Manual and Sec. C-572 of the Manual of Policies and Procedures - Aid to Needy Children.

New separators for the "Financial Procedures" and "Amount of Grant" chapters are attached. Note that while the Aid to Needy Blind, Aid to Needy Children, and Old Age Security sections of the "Amount of Grant" chapter are actually obsolete, their titles have been included on the back of the separator because they have not been removed from the Manual.

The following Department Bulletins are now obsolete:

| | |
|------|-----|
| 398 | 407 |
| 402 | 409 |
| 404 | 428 |
| 404A | |

The portion of Department Bulletin No. 420 on pages 3 and 4 under the heading "Relatives" is hereby obsolete.

132-52 UNDISTRIBUTED ESTATES

132-52

OAS, ANB, APSB

Real property in an undistributed estate shall be considered the property of the applicant or recipient only when the property is available to the applicant or recipient prior to distribution of the estate. The county assessed value of such real property shall be considered in determining eligibility.

When property is inherited during the receipt of aid and (1) is available to the recipient prior to distribution of the estate or (2) the estate is distributed, its value shall be determined, and considered together with the value of other real property holdings in accordance with the requirements of the particular category of aid. (See Secs. 144-10, Determination of Property Value of Undistributed Estates, and 145-10, Personal Property Acquired by Inheritance.) (W&IC 2163.1, 3047, 3047.5, 3075, 3460, 3447, 3448; AGO NS769)

132-54 REAL PROPERTY BOUGHT OR SOLD UNDER CONTRACT OF SALE

132-54

(TITLE REMAINING WITH THE SELLER)

OAS, ANB, APSB

If real property is bought under contract of sale, the buyer's equity in the property (which increases as he makes payments on the property) shall be considered in determining his eligibility. The buyer's equity is the assessed value less the unpaid balance on the purchase price.

If real property is sold under contract of sale, the seller's equity in the property (which decreases as the buyer makes payments on the property) shall be considered in determining his eligibility. The seller's equity is the assessed value less the total amount paid on the principal (excluding interest). (W&IC 2140, 3075, 3460; AGO NS704, NS778, NS2387, NS4943, 47/307)

132-41 VALUE OF REAL PROPERTY HELD IN TRUST
OAS, ANB, APSB

132-41

When an applicant or recipient does not have control of all or part of a trust of which he is the beneficiary the assessed value of the real property in the trust or that portion of it not under his control (less encumbrances of record) shall not be considered in determining the real property holdings of the applicant or recipient.

When ownership of the trust is dependent upon the occurrence of a certain event, such as the applicant or recipient attaining the age of 21 years, such trust is not considered the property of the applicant or recipient until the stipulated event occurs. (W&IC 2140, 3047, 3047.5, 3075, 3460, 3447, 3448; AGO NS4769)

132-46 JOINT TENANCY OR TENANCY IN COMMON
OAS, ANB, APSB

132-46

When property is held in joint tenancy or in tenancy in common by one or more persons, the interest of each owner is deemed to be his equal proportionate share of the total assessed value of the property. (W&IC 2140, 3075, 3460; AGO NS466)

132-51 REMAINDERMAN'S INTEREST
OAS, ANB, APSB

132-51

The assessed valuation of real property in which a vested future interest is held shall be considered in determining eligibility of the remainderman. If the future interest is contingent, the value of the property shall not be considered in determining his eligibility.

A future interest is vested when the remainderman would have a right to the immediate possession of the property upon the ceasing of the intermediate or precedent interest such as life estate or other intermediate holding. Certain other types are considered contingent interests. It is suggested that whenever question arises as to whether the interest of the remainderman is contingent or vested it be referred to the district attorney for decision. (W&IC 2140, 3075, 3460; AGO NS2478, NS3811)

165-05 DEFINITION OF COUNTY INSTITUTION UNDER W&IC 2160.7
AND 3044.1
OAS, ANB

165-05

A county institution, as the term is used in W&IC 2160.7 and 3044.1 is an institution established and maintained by a county for the purpose of rendering medical or surgical care to the sick or wounded or where the infirm are given shelter and maintenance. County institution includes a private hospital which, pursuant to contract with the county accepts patients for medical, hospital, or infirm care at county expense. (W&IC 2140, 2160.7, 3044.1, 3075)

165-15 STATE PAYMENT--COUNTY INSTITUTIONAL SUBVENTION CLAIM UNDER
W&IC 2160.7 AND 3044.1
OAS, ANB

165-15

The state's payment for medical, hospital, or infirm care rendered a former recipient of OAS or ANB in a county institution is \$35.20 per month, or portion of a month. (See Sec. 627-25, County Institutional Subvention Claim Under W&IC 2160.7 and 3044.1.)

In all cases where payment to the county for institutional care is to be claimed, the county board of supervisors shall take action requesting such payment in the first month for which the claim is being made, if possible. (See Sec. 362-48, Reporting Payment to County for Institutional Care on Notice of Change, Section IV.)

There may be overlapping of payment to the county for institutional care and payment of aid to the individual under the following circumstance. If aid is restored to the recipient effective as of the date of release from the institution (either by automatic restoration, Sec. 215-00, or by action of the board of supervisors during the month of release, Secs. 610-60 and 611-55) institutional subvention is payable for the full month.

If a former recipient for whose care institutional subvention is paid dies before the end of the particular month, institutional subvention is payable for the full month. (See Secs. 165-00, 165-05 and 627-25, County Institutional Subvention Claim under W&IC 2160.7 and 3044.1) (W&IC 2140, 2160E, 2160.6, 2160.7, 3044.1, 3075; AGO NS5350)

**164-30 ELIGIBILITY UPON ADMISSION TO STATE HOSPITALS
OAS, ANB, APSB****164-30**

Court commitment to a state institution constitutes permanent confinement in that institution and therefore aid shall be discontinued as of the last day of the month in which the recipient enters the institution. (See Sec. 162-05, Eligibility of Public Institution Inmates.)

Aid may be continued for recipients of OAS, ANB and APSB who are admitted to a state hospital for a temporary period. The probable duration of confinement must be ascertained at the time of admission, and the regular rules with respect to continuance of aid during temporary hospitalization apply. (See Sec. 164-10, Eligibility During Hospitalization.) (W&IC 2140, 2160E, 3044, 3075, 3444, 3460)

**165-00 SUBVENTION FOR HOSPITAL OR INFIRMARY CARE
OAS, ANB****165-00**

A claim for payment to the county for medical, hospital or infirmary care rendered a former recipient of OAS or ANB in a county institution at county expense may be made when all of the following conditions are met. (See Sec. 165-05, Definition of County Institution Under W&IC 2160.7 and 3044.1.)

1. The individual was eligible for and was receiving, aid on the date of admission.
2. The individual has been continuously confined in the institution and two calendar months since date of admission have elapsed. (See Sec. 164-10, Eligibility During Hospitalization.)
3. There is on file in the county the certification of the superintendent or other official of the institution that the former recipient received care in the institution during each month for which a claim is filed.

Subvention shall be claimed by the county rendering the care irrespective of the former recipient's residence status except when such care is being given under a contractual arrangement between the two counties in which case the county paying for the care rendered shall claim. (W&IC 2140, 3075)

171-90 ACTION AGAINST RESPONSIBLE RELATIVES WHO REFUSED
TO CONTRIBUTE TO THE EXTENT OF THE LIABILITY ESTABLISHED
BY THE COUNTY BOARD OF SUPERVISORS
OAS

171-90

If the person receiving aid has within the state a spouse or adult child pecuniarily able to support said person but who is not supporting or contributing to the extent of his ability as determined by the Relatives' Contribution Scale (or the lesser amount which the board of supervisors deems justifiable in unusual cases), the board of supervisors shall request the district attorney or other civil legal officer of the county granting aid to proceed against such relatives in the order of their responsibility to support. Upon such demand, the district attorney or other legal officer shall, on behalf of the county, maintain an action against the relative in the Superior Court of the county granting aid. Such action shall be for the purpose of recovering such portion of the aid granted as the relative is able to pay and to secure an order requiring the payment of any sums which may become due in the future for which the relative may be liable. If the district attorney or other civil officer of the county determines for any reason that an action should not be brought, a report of his findings and the reason therefor shall be made to the board of supervisors of the county.

The responsible relative shall be held liable to reimburse the county for such portion of the aid advanced to the recipient of OAS as he is able to pay, but only from the date the board of supervisors makes a finding as to liability of the particular relative and provided the relative has failed to contribute in accord with that liability. The board of supervisors' finding as to a relative's liability shall not retroact to apply to a period prior to the date on which the board of supervisors made a finding of liability on the part of the relative. (WIC 2224)

See Secs. 152-50, Contributions from Legally Responsible Relatives as Income, and 152-60, Offer of Support as Income.

172-05 INVESTIGATION OF RESPONSIBLE RELATIVES
ANB, APSB

172-05

The county shall determine the pecuniary ability of all legally responsible relatives (spouse, parent, or adult children) residing within California, except any such relatives who are receiving public assistance, to contribute to the support of the applicant or recipient.

(Section Continued on Next Page)

171-75 FINDING OF LIABILITY NOT NECESSARY IN CERTAIN CASES

171-75

OAS

When the whereabouts of a responsible relative is not known, or the information submitted on the relative's sworn statement, Form Ag 225, or information from other sources indicates no ability to support, there can be no finding of liability. The county record must show the information which led to the conclusion that the relative had no liability for support. (In most instances this will be Form Ag 225, filed by the relative). The name of such relative need not be submitted to the board of supervisors for a finding of liability. (W&IC 2140, 2181, 2224)

171-80 FINDING OF LIABILITY BY BOARD OF SUPERVISORS AND
NOTIFICATION TO RELATIVES

171-80

OAS

The county board of supervisors shall set the amount for which the responsible relative is liable. The effective date of the liability shall not retroact to a date prior to the date on which the board of supervisors makes the finding of liability.

Each relative for whom the board of supervisors has fixed a degree of liability shall be forwarded a completed Form Ag 246, Notification of Board of Supervisors' Finding of Liability of Responsible Relatives, showing the action of the board of supervisors. Form Ag 246 or an approved alternative form is to be used in all cases, except that the Form Ag M519 may be used for cases in which the relative's contribution is equal to or greater than his liability under the Responsible Relative's Scale or his liability established by the county board of supervisors. A completed copy of the notification shall be retained in the case record. (W&IC 2140, 2181; AGO NS5145)

171-85 CHANGE IN LIABILITY

171-85

OAS

A current recommendation to the board of supervisors as to a relative's degree of liability may be made at any time the facts regarding the relative's ability to contribute become known to the county welfare department. However, the finding of liability on current cases may not be delayed beyond the reinvestigation of eligibility as provided in Sec. 351-00, Responsibility for Reinvestigation.

Subsequent to the fixing of liability by the board of supervisors the relative may report that he has lost his employment or that his circumstances have otherwise changed in such manner as to effect his degree of liability for support. In such cases, the county welfare department shall submit to the board of supervisors as soon as administratively possible such further recommendation regarding liability as the facts justify, and the relative shall be notified on Form Ag 246, Ag M519, or approved alternative form (See Sec. 171-80, Finding of Liability by Board of Supervisors and Notification to Relatives) of the board of supervisors' action in amending the degree of liability as previously determined.

(W&IC 2140, 2181, 2224)

172-05 (Continued)

172-05

The degree of legal responsibility of an adult child living in the home of the applicant or recipient shall be determined on the basis of the facts in each case, after giving due consideration to the needs of the adult child in the same manner as though he were not in the home. An adult child's responsibility for support is the same for two living parents as for one parent. Payment of room and board by an adult child does not alter his degree of legal responsibility as this represents an item of expense which must be met regardless of where the child lives.

If the responsible relative is a married daughter and there is no agreement between the couple whereby the wife is permitted to retain her earnings as her separate property, the earnings of the wife represent the income of the husband since they are under his management and control. Under these circumstances, the daughter's responsibility for the support of the applicant or recipient is removed and she is considered a dependent of her husband; thus if the responsible relative is a married daughter and the only income is community income of the couple, the daughter has no legal responsibility on which recovery action may be initiated.

Allowances for parents, brothers, sisters, and grandchildren of servicemen are entirely voluntary and may be terminated at any time by the serviceman. Applicants and recipients shall not be required to request such allowances as a condition to the granting of aid.

The Statement of Responsible Relative of Applicant for Aid to the Blind, Form Bl 225, although not mandatory, is an acceptable method of determining the pecuniary ability of a responsible relative to contribute to the support of the applicant or recipient. Form Bl 225 may be used (1) to determine the amount the relative will actually contribute after aid is granted; (2) to determine the actual contribution at the time of reinvestigation; (3) to provide information to be used in evaluating the circumstances of the relative to determine whether there is ability to contribute; (4) to serve as a guide when the district attorney or other civil legal officer of the county is requested to recover a portion or all of the aid granted. It may also be used when changes in the contribution are reported by the applicant, recipient, or relative.

The county may (1) mail the Statement of Responsible Relative, Form Bl 225, to the relative for completion; (2) request the relative to complete it during an interview; or (3) obtain the necessary information in an interview and record the information obtained elsewhere in the case record. If the pecuniary ability of relatives to contribute to the support of the applicant or recipient is determined in an interview with the relatives, the interview shall cover the points set forth on the Statement of Responsible Relative of Applicant for Aid to the Blind, Form Bl 225.

(Section Continued on Next Page)

172-05 (Continued)

172-05

In determining pecuniary ability of relatives, the following items shall be taken into consideration:

1. Family responsibilities, including adequate support and care of dependents.
2. Expenses connected with employment, such as transportation, or other expenses incident to the retention of such employment.
3. Expense necessary for operation of commercial or agricultural enterprise, including the cost of livestock, taxes, interest, and principal payments on encumbrances; necessary business and operating expenses which are past due and unpaid, representing an obligation against the enterprise; depreciation; expenditures necessary to maintain the capital investment; etc.
4. Legal obligations and contracts already incurred; debts accumulated because of previous periods of unemployment of self or members of the family; medical or dental bills, with special regard for any additional health problems in the family, such as the illness of the husband, wife, or child, together with the need for assistance in the home because of illness.
5. All regular monthly expenditures (including any periodic insurance premium payments) necessary to maintain a healthful and decent standard of living in the community.
6. The particular needs of the spouse if a spouse has separate income as distinguished from community income.
7. Federal and state income taxes.

If the spouse of an applicant or recipient has community income, including income from earnings or from past services (such as workmen's compensation, unemployment insurance, or OASI, etc.), as distinguished from separate income, the spouse may retain sufficient of such community income for the support of himself and minor children. After the support of the spouse and minor children is met on an actual expenditure basis, the remainder of the income shall be considered income to the applicant or recipient unless it exceeds the amount retained by the spouse for his support and that of the minor children. In that event the excess shall be equally divided between the two spouses.

If the spouse has separate income from any source, no portion of such income may be arbitrarily considered as income to the applicant or recipient. The extent to which the applicant or recipient is actually in receipt of assistance from such spouse, either in cash or in kind, shall be determined on the basis of the contribution actually received. The pecuniary ability of the spouse whose income is separate income, is determined in the same manner as the pecuniary ability of other responsible relatives.

(Section Continued on Next Page)

172-05 (Continued)

172-05

If the county is unable to secure information regarding the pecuniary ability of the responsible relative to support, the applicant shall be interviewed on the following points:

1. His knowledge, if any, regarding the financial status of the responsible relative.
2. Date of applicant's last contact with the responsible relative.
3. Pertinent information concerning family relationships or attitudes that may prevent county from securing information from the responsible relative concerning his pecuniary ability to support.

All efforts made or procedures followed in determining pecuniary ability of responsible relatives or in securing support from responsible relatives shall be recorded in the county case record.

If the initial inquiry and a thirty day follow-up request for a signed statement from a responsible relative brings no reply, or if it has been impossible to communicate with a responsible relative within a reasonable time and other investigation is completed, action shall be taken on the application.

If the person receiving aid has within California a spouse, parent, or adult child pecuniarily able to support such person but who is not supporting or contributing to the extent of his pecuniary ability, the county may request the district attorney or other civil legal officer of the county granting aid to proceed against such kindred in the order of their responsibility to support. Upon such demand, the district attorney or other legal officer may on behalf of the county maintain an action against the relative in the superior court of the county granting aid.

(Section Continued on Next Page)

172-05 (Continued)

172-05

The information given by the relative, either on Form Bl 225 or in the interview, shall be used in determining his pecuniary ability to contribute to the support of the applicant or recipient without further investigation, unless there is conflicting information which requires clarification. In no case shall an employer of a relative be contacted without first obtaining the consent of the relative involved unless clarification is required and all other available sources of verification have been exhausted.

If Form Bl 225 is mailed to the relative, the county should complete the first section of the form, including the name of the applicant or recipient and the name and address of the county welfare department to facilitate the return of the form to the proper county office.

The granting of, or continued receipt of, aid shall not be contingent upon the filing of signed statements by responsible relatives or upon recovery of aid. Aid shall be granted to qualified persons regardless of whether they have responsible relatives able, though not willing, to support or to contribute to the support of the person.

Aid shall not be denied if the responsible relative fails to return his signed statement unless the investigation indicates:

1. That the applicant or recipient is in receipt of contributions from responsible relatives in cash or in kind;
2. That these meet the extent of his verified needs; and
3. That the responsible relatives are able and willing to continue such support.

If the relative has been requested to complete the Statement of Responsible Relative of Applicant for Aid to the Blind, Form Bl 225, and has not returned it by the time all other items of eligibility have been established, the county record shall show the further effort to secure it. This may include:

1. A follow-up letter to the responsible relative. If the letter to the responsible relative is returned because of incorrect address, effort should be made to secure the correct address from the applicant or through other available sources.
2. Interview with the applicant to determine if he can secure the responsible relative's cooperation in completing Form Bl 225. If interview reveals he cannot secure this cooperation, this information should be recorded in the county case record.
3. Interview with the responsible relative, if possible.

(Section Continued on Next Page)

172-15 DETERMINATION REGARDING CONTRIBUTIONS FROM OUT-OF-STATE
RESPONSIBLE RELATIVES
OAS

172-15

The county shall not contact responsible relatives, including members of the armed forces, who are living outside California unless there is reason to believe that they are contributing. Inquiries shall be to determine the contribution, if any, or the amount of contribution which will be made. The inquiry shall be by direct correspondence with the relative unless the recipient has acceptable verification of the amount of the contribution received. Neither a sworn statement nor the usual responsible relatives' statement (Form Ag 225) shall be requested of a relative living outside California.

See Secs. 152-50, Contributions from Legally Responsible Relatives as Income, and 152-60, Offer of Support as Income. (WIC 2140; CC 260)

172-05 (Continued)

172-05

The county shall not contact responsible relatives, including members of the armed forces, who are living outside California unless there is reason to believe that there is a contribution being made by such relatives which has not been reported by the applicant or recipient, or that the contribution being made is larger than reported. If the inquiry is required of relatives living outside California, it shall be by direct correspondence with the relative. Neither a sworn statement nor the usual responsible relatives' statement, Form Bl 225, shall be requested of a relative living outside California.

See Secs. 152-50, Contributions from Legally Responsible Relatives as Income; 152-60, Offer of Support as Income; and 351-30, Reinvestigation of Relatives.

(W&IC 3075, 3088, 3088.1, 3460, 3474, 3474.1; AGO NS863; SDAA)

233-50 (Continued)

233-50

to him any community or statewide resources for training or placement service. It has been found that many frequently encountered plans for self-support pursued by blind persons come within the following general categories:

1. Regular employment in State industrial workshops;
2. Vocational training under the Bureau of Vocational Rehabilitation of the State Department of Education;
3. Regular attendance at any institution of higher learning in the State;
4. Regular attendance at a recognized professional school or trade school;
5. Operation of vending stands;
6. Self-employment in own established business, farm, dairy, etc;
7. Regular practice of a profession, such as law, osteopathy, chiropractic, coaching, private teaching of music, etc;
8. Regular employment for wages or salary;
9. Regular practice of piano tuning, broom making, or other trades.
(W&IC 3400, 3401, 3460)

233-55 VERIFICATION OF PLAN FOR REHABILITATION
ANB

233-55

An applicant or recipient may own cash, securities, or cash surrender value of insurance, the combined value of which, less all encumbrances thereon of record, is in excess of \$600 when the circumstances of an individual indicate the possibility of his becoming partially or wholly self-supporting and steps have been taken by the applicant or recipient to avail himself of a plan for self-support. The SDSW must approve the findings that the person is capable of becoming partially or wholly self-supporting and that he has entered upon such a program.

In such instances, the original and one copy of the Plan for Rehabilitation (Form Bl 244, revised June, 1945) signed by the applicant with the recommendation of the county shall be submitted to the SDSW prior to approval of the application. The original of the Plan for Rehabilitation will be returned to the county with the SDSW action noted thereon.

In general, the adequacy of the plan for rehabilitation shall be evaluated in accordance with the criteria and provisions of Sec. 233-50, Verification of Plan for Self-support, APSB, which describes the plan for self-support in the APSB program. (W&IC 3047, 3075)

233-50 VERIFICATION OF PLAN FOR SELF-SUPPORT
APSB

233-50

The purpose of the Aid to Partially Self-Supporting Blind Residents law is to provide a plan whereby blind persons may be encouraged to take advantage of and to enlarge their economic opportunities, to the end that they may render themselves independent of public assistance and become entirely self-supporting. It is recognized that resources and income beyond the necessities of bare decency and subsistence are required to achieve this objective. The law encourages the blind in their efforts to become self-supporting by allowing the retention of necessary income (SEE SEC. 151-30, DEFINITION OF EXEMPT INCOME IN APSB) and resources (SEE SEC. 142-05, LIMITATIONS ON PERSONAL PROPERTY) by those showing a reasonable probability of being able and willing to undertake the acquisition of resources and income necessary for self-support. (WAC 3400)

The following two criteria should be applied in determining eligibility of an applicant or recipient of APSB:

1. A reasonably adequate plan which may lead to self-support.
2. A sincere and sustained effort to further that plan.

The amount of money earned by an applicant or recipient is not a criterion in determining adequacy of the plan if the foregoing qualifications are met.

The county shall discuss with the applicant or recipient his plan for achieving self-support. The plan should be evaluated with the participation of the applicant or recipient, giving consideration to his ability or aptitude for the chosen plan and its economic possibilities for future self-support. In making the final determination the county should give full weight to the applicant's or recipient's estimate of the possible success of the plan.

The county shall, with the consent of the applicant or recipient, determine whether a sincere and sustained effort to further his plan has been demonstrated. The investigation will vary with the types of plans. For example when the applicant is employed, the number of hours worked and the wage received shall be verified. When the applicant is in business for himself or is practicing a profession, the county should make a periodic examination of the books and also determine the number of hours spent at the trade or profession. When the applicant is in a trade school or university, the county should ascertain his course of study and the time spent in preparation. In some instances the record of achievement of the applicant is pertinent.

Experience has shown that even though an original plan may have been subject to some question, the encouragement given the blind person by receiving a grant under the APSB program often leads him to an even more satisfactory goal than originally appeared possible.

The county shall give any service possible to the applicant or recipient in the furthering of his plan for self-support. This includes making available

(Section Continued on Next Page)

287-30 WAS CASE RECEIVING PUBLIC ASSISTANCE FROM ANOTHER STATE DURING 287-30
THE LAST 12 MONTHS WHILE LIVING IN CALIFORNIA?

ANB, APSB--Item 15

ANC--Item 16

If applicant for ANB or APSB or any of the children under ANC has received aid during last 12 months from another state while living in California, circle (a) and enter name of state in space provided opposite line a of this item. If it is known that case did not receive aid from another state during last 12 months while living in California, circle line (b). If it is not known whether applicant or children were object of an aid payment from another state, circle line (c). (WAC 115, 116)

287-35 PRESENT MARITAL STATUS

287-35

ANB, APSB--Item 16

See Glossary--Marital Status.

ANC--Item 18--Col. 10

Record in Column 10, for each child, the marital relationship (married, unmarried, widowed, divorced, or separated) which existed between the child's natural (or adoptive) father and natural (or adoptive) mother at the time of approval. If there are several children in the family who are not full brothers and sisters, the entries in Column 10 may vary. For example: In a case of a mother and two children, the mother had been married to the first child's father who is now dead. With respect to this child the entry in Column 10 would be "widowed." The mother was never married to the father of the second child. Hence the entry in Column 10 with respect to this child would be "unmarried." (WAC 115, 116)

287-15 PLACE OF BIRTH

287-15

ANB, APSB--Item 11

ANC--Items 13, 18--Col. 7

If applicant, payee, or child was born in United States, give state or territory in which born. If he was born in United States but state of birth is unknown, enter "U. S.--Unk." If applicant was not born in United States, give country of birth. When there is uncertainty as to how to identify foreign country of birth, enter name of country and also province or state in which person was born. Enter name by which country or province was known on birth date of applicant. If foreign country of birth is unknown, enter "Foreign--Unk." If place of birth is entirely unknown, enter "Unk." (W&IC 115, 116)

287-18 CITIZENSHIP

287-18

ANB, APSB--Item 12

See Sec. 287-85, Citizenship, for instructions for this item.

287-20 TOTAL YEARS IN CALIFORNIA

287-20

ANB, APSB--Item 13

ANC--Items 14, 18--Col. 8

Enter total number of years during which applicant, payee, or child in ANC has lived in California, disregarding interruptions. An approximate number is acceptable. The years are computed as of date Social Data Record Card is completed.

EXAMPLE: APPLICANT IS 66 YEARS OLD AND HAS SPENT 20 YEARS OUT OF STATE. ENTER NUMBER 46. (W&IC 115, 116)

287-25 PLACE WHERE LAST SPENT ONE YEAR PRIOR TO COMING TO CALIFORNIA

287-25

ANB, APSB--Item 14

ANC--Item 15

Enter state where applicant or payee (ANC) last spent at least one year prior to his last entry into California. If applicant came to California from a foreign country, enter name of country where he last lived at least one year. If applicant or payee (ANC) was born in California and has never lived continuously in any other state or country for at least one year, enter "No other state." (W&IC 115, 116)

288-30 REASON FOR DEPRIVATION OF PARENTAL SUPPORT

288-30

ANC--Item 18; Cols. 12 and 14

From the following list, enter in Column 12 or Column 14 abbreviation for the item which describes the status of the parent(s) whose death, absence, or incapacity qualifies the child for ANC. If the status of either parent qualifies the child, make appropriate entries in each column; otherwise make an entry in only one column. If the child has been adopted, the entry should refer to the adoptive parent(s).

| | |
|---------|------------------------------|
| Dead | --Dead |
| Ab-des | --Absent - deserted |
| Ab-div | --Absent - divorced |
| Ab-sep | --Absent - separated |
| Ab-ann | --Absent - marriage annulled |
| Ab-a.f. | --Absent - in armed forces |
| Ab-inp | --Absent - imprisoned |
| T. B. | --Tuberculous |
| Ment | --Mentally incapacitated |
| Phys | --Physically incapacitated |

(W&IC 115, 116)

288-35 DATE OF OCCURRENCE

288-35

ANC--Item 18; Cols. 13 and 15

In

In column 13 or 15, or both, record for each child the month and year since which the child was deprived of care or support of the parent(s) for the reason(s) indicated in Column 12 and/or 14. For example, if the father was imprisoned in June 1950, enter "6-50" in Column 13. If the mother became physically incapacitated in August 1950, enter "8-50" in Column 15. (W&IC 115, 116)

287-90 OTHER PUBLIC OR PRIVATE ASSISTANCE APPROVED
IN HOUSEHOLD OF APPLICANT

287-90

ANB, APSB--Item 24

The purpose of this item is to show at time of investigation all forms of public or private assistance received by any member of household, including applicant, simultaneously with ANB or APSB. ANB or APSB which is to be discontinued upon applicant's receipt of first payment of ANB or APSB, or soon thereafter, is not to be included. Check only the types of assistance which are to continue as part of the relief plan.

- a. NONE--Circle (a) if no other public or private relief is to be received by any member of household.
- b. ANC--Circle (b) if ANC has been approved for member or members of household.
- c. OAS--Circle (c) if OAS has been approved for member or members of household.
- d. GENERAL RELIEF--Circle (d) if county is extending general assistance from county indigent funds in addition to county's portion of aid costs under ANB, APSB, or ANC programs to member or members of household.
- e. ANOTHER ANB OR APSB GRANT--Circle (e) if another ANB or APSB grant has been approved for another member or members of household. Give state case number or numbers.
- f. OTHER PUBLIC ASSISTANCE--Circle (f) if any other type of public assistance has been approved for any member of household, such as a regular grant from public funds for special forms of health service to child or children in household. Do not circle (f) if member of household is receiving care at a hospital or in some other public institution. Specify type of assistance.
- g. PRIVATE AGENCY--Circle (g) if relief is received by member of household from private or semiprivate, nonprofit, incorporated agency. Such assistance does not include care in a private hospital or in other private institutions.
- h. UNKNOWN--Circle (h) if at time of the investigation it is unknown whether household will receive other public or private relief simultaneously with ANB or APSB. (W&IC 115, 116)

288-25 LIVING ARRANGEMENT OF CHILD

288-25

ANC--Item 18; Col. 11

This item is intended to record the living arrangement of children for whom ANC grant is made. If the mother or father or both are in household with the child, select the code for this item which indicates presence of parent(s) regardless of whether parent is or is not the payee, e.g., if the child is living with her grandmother who is the payee and both parents are in the home, enter code "1." If the child is living with a brother or sister and both parents are absent, enter code "8." (W&IC 115, 116)

670-75 INVESTIGATION OF OVERPAYMENTS
OAS, ANB, APSB

670-75

Whenever it appears that an overpayment of aid has been made, i.e., aid has been paid during a period for which there was not eligibility or a greater amount of aid has been paid than for which there was eligibility, the county shall determine:

1. Whether overpayment of aid has been made
2. The period of overpayment
3. The reason for overpayment
4. The amount of overpayment
5. In ANB and APSB, whether or not overpayment was the result of fraudulent intent; in OAS, if there was no fraudulent intent and overpayment was caused by factors other than income, the county shall determine whether the overpayment resulted from withholding of facts believed to be immaterial
6. Whether or not the right to request repayment exists.

These determinations and the bases for the determinations shall be recorded in the case record.

Note: See Sec. 670-79 regarding erroneous payments made for which there is not valid authorization.

(W&IC 2140, 2222, 2223.5, 3006, 3075, 3405, 3460; AGO 47/307)

670-76 RIGHT TO REQUEST REPAYMENT OF AID
OAS

670-76

CIRCUMSTANCES UNDER WHICH THERE IS NO RIGHT TO REQUEST REPAYMENT

Except to the extent that overpayment can be adjusted within the current adjustment period (see Secs. 361-10 and 361-50) there is no right to request repayment for:

1. Overpayment during a period subsequent to the date the recipient reported or otherwise disclosed the facts affecting his eligibility.
2. Overpayment determined on the basis of facts of which the recipient had no knowledge.

CIRCUMSTANCES UNDER WHICH THERE IS A RIGHT TO REQUEST REPAYMENT

In circumstances other than as stated immediately above, the eligibility factors involved govern the determination of the right to request repayment and the amount to be requested.

Overpayment Caused by Excess Real or Personal Property

If the recipient purposely withheld (or misrepresented) the facts in order to obtain aid to which he was not entitled, the right exists to request repayment of all aid paid during the period while property holdings were in excess of the allowable maximum.

(Section Continued on Next Page)

670-00 TABULAR ANALYSIS OF PROVISIONS OF THE W&IC REGARDING REPAYMENTS
OAS, ANB, APSB, ANC

670-00

| AID | BASIS FOR RECOVERY FROM RECIPIENT BY COUNTY OR SDSW | BASIS FOR RECOVERY FROM RELATIVE BY COUNTY | BASIS FOR RECOVERY FROM ESTATE BY SDSW | AMOUNT RECOVERABLE | APPLICABLE CODE SECTIONS |
|--------------------|---|---|---|--|--------------------------------|
| OAS | AID ILLEGALLY OBTAINED | | | AMOUNT OF AID IL- LEGALLY RECEIVED | 2007 2222 |
| OAS | EXCESS AID RECEIVED BECAUSE OF POSSESSION OF EXCESS PROPERTY, WHERE RECIPIENT ACTED IN GOOD FAITH | | | AMOUNT OF EXCESS AID RECEIVED, OR AMOUNT OF EXCESS PROPERTY, WHICH- EVER IS LESS | 2223.5 |
| OAS | | | RECIPIENT POSSESSED OF EXCESS PROPERTY OR IN- COME WHICH HE DID NOT DISCLOSE TO COUNTY AND WHICH WAS DISCOVERED AFTER RECIPIENT'S DEATH | DOUBLE THE AMOUNT OF EXCESS AID RE- CEIVED | 2223 |
| OAS ANB APSB | | RECIPIENT HAS WITH- IN THE STATE A RE- SPONSIBLE RELATIVE PECUNIARILY ABLE TO SUPPORT RECIPIENT | | SUCH PORTION OF AID GRANTED OR TO BE GRANTED AS RELATIVE ABLE TO PAY | 2224 3088 3474 |
| ANB APSB ANC | AID OBTAINED BY MEANS OF FALSE STATEMENT OR REPRESENTATION OR BY IMPERSONATION OR OTHER FRAUDULENT DEVICE | | | AMOUNT OF AID RE- CEIVED BY FRAUDU- LENT MEANS | 1506 3006 3405 |

670-77 RIGHT TO REQUEST REPAYMENT OF AID
ANB, APSB

670-77

If an overpayment occurs and it is not possible to effect a complete adjustment within the current adjustment period either by decrease or discontinuance of aid, the right to request repayment of aid exists only in those cases in which the aid was received as a result of false statement, misrepresentation, or other fraudulent device, and only to the extent of:

1. The unadjusted balance of the overpayment, if partial adjustment has been made in the current adjustment period, or
2. The total amount of the overpayment, if no adjustment within the current adjustment period is possible.

In the absence of fraudulent intent there is no right to request repayment except to the extent that overpayment can be adjusted within the current adjustment period. (W&IC 3006, 3075, 3405, 3460; AGO 47/307)

670-79 ERRONEOUS PAYMENTS
OAS, ANB, APSB, ANC

670-79

An erroneous payment is a payment or a series of payments made for a period for which there was not a valid authorization by a county board of supervisors, or for which there was a valid authorization for a lesser amount than the amount paid.

Such an erroneous payment may be adjusted without board of supervisor action, within the current adjustment period. The right to request repayment exists for the unadjusted amount with the limitation that repayment may be required only from resources of the recipient other than the current grant or income required to meet the current need.

Such erroneous payments when discovered shall, if they have been claimed to the state as public assistance payments, be credited on a current claim. Amounts received in repayment from the recipient are credits to county funds. (See Sec. 670-77 and Sec. C-572 Paragraph B of the Manual of Policies and Procedures-Aid to Needy Children) (W&IC 1504, 1550, 2024, 2181, 3007, 3082, 3406, 3471)

670-76 (Continued)

670-76

If the recipient actually believed himself to be entitled to the aid received but failed to disclose facts merely because he believed them to be immaterial to his eligibility, the right exists to request repayment only to the extent of the largest amount by which his real or personal property holdings were excessive during the period of ineligibility.

In no event shall repayment be requested in an amount greater than the aid the recipient received while possessed of excess property, except as provided in Sec. 671-10, Discovery of Excess Property or Income Subsequent to Recipient's Death.

Overpayment Caused by Income

In determining if overpayment occurred the county shall allow for any bonafide special needs for which no allowance was made when computing the amount of the grant paid.

The right exists to request repayment to the extent of the overpayment which occurred. It is irrelevant whether the recipient purposely failed to report his income or failed to report it because he thought it was immaterial to his eligibility.

Overpayment Caused by Factors Other Than Income or Excess Property

The right exists to request repayment to the extent of all aid paid during the period of ineligibility only if the recipient withheld or misrepresented the facts in order to obtain aid to which he was not entitled. Exception: If overpayment resulted from the recipient's failure to disclose the facts because he believed them to be immaterial, there is no right to request repayment for any overpayment which cannot be adjusted within the current adjustment period.

If a recipient failed to report or otherwise disclose the facts as to his eligibility, the right exists to request repayment as above defined even though the county may have had facts as to ineligibility from some other source and failed to act upon them.

If the right exists to request repayment, the county shall make a demand for repayment of the amount due. (See Sec. 671-25, Demand for Repayment)

(W&IC 2140, 2222, 2223.5; AGO 47/307)

671-20 SOURCE OF REPAYMENT
OAS, ANB, APSB, ANC

671-20

If it has been determined that a repayment of aid is due, the recipient is obligated to make such repayment from assets he may have other than the current grant and the income required to meet the current need. Repayment may be required to be made from the current grant or the income required to meet the current need only if repayment is made prior to the expiration of the current income period. (See SECS. 215-10, RESTITUTION AND RESTORATION OF AID, AND 361-10, DECREASE IN GRANT.) (W&IC 1505, 1560, 2006, 2140, 3008, 3075, 3407, 3460)

671-25 DEMAND FOR REPAYMENT
OAS, ANB, APSB, ANC

671-25

Whenever the county has determined that the right exists to request repayment of aid, the county shall make a demand for payment. When the recipient declares himself unable to make the payment, the county shall verify his statements and record the findings in the case file. When the recipient does not make repayment, all actions necessary to secure restitution may be brought against him. (W&IC 1506, 2007, 3006, 3405)

671-30 COUNTY RECORD OF AMOUNTS COLLECTIBLE
OAS, ANB, APSB, ANC

671-30

When it has been determined that the right exists to collect overpayments of aid which have not been adjusted during the current adjustment period (See SECS. 361-10, 361-50, 670-75, 670-80, 670-85 AND 670-90), the county shall maintain records* containing the following minimum information:

- 1) The recipient's name and state number;
- 2) Period of and reason for overpayment;
- 3) Whether actual or constructive fraud or mistake of fact occurred;
- 4) Total amount of repayment due (initial determination);
- 5) Chronological posting of whole or partial repayments received;
- 6) Posting of efforts made to collect, follow-ups, redeterminations of available resources, etc.;
- 7) Any change in determination of amount subject to collection, together with the reason for such change.

The prescribed records may be set up in the form of "accounts receivable", or they may be maintained as part of the case file or as a separate record; if the records are part of the case file, an adequate system of indexing shall be maintained for speedy identification of entries pertaining to collection activities.

Regardless of the type of records maintained, all required information shall be readily available for case review and audit by the SDSW.

(W&IC 116, 1560, 2140, 3006, 3075, 3405, 3460, AGO NS4473)

*Suggestions for the installation of adequate records are available through the SDSW.

670-88 OVERPAYMENTS RESULTING FROM CONDITIONAL RESTORATION IN OAS
OAS

670-88

In OAS a duty exists to request repayment of all aid conditionally paid to which, upon completion of investigation, the recipient is shown to have been ineligible. (See Sec. 361-22, Investigation of Conditional Restoration) (W&IC 2183.9)

671-10 DISCOVERY OF EXCESS PROPERTY OR INCOME SUBSEQUENT TO
RECIPIENT'S DEATH
OAS

671-10

If, upon the death of a recipient of OAS, it is discovered that he was possessed of property or income in excess of the amount allowed under the OAS Law, the county shall immediately refer his case to the SDSW for appropriate action. The SDSW, in conjunction with the Attorney General, will proceed against the estate of the deceased recipient. Upon recovery from the estate the county share of the repayment will be remitted by SDSW to the county. (W&IC 2223)

REVISION RECORD

Revisions issued in changing this chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

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| Submission of Institutional Aid Claims | ANC | | | | 655-20 |
| Supplemental Institutional Aid Claims | ANC | | | | 655-30 |

REPAYMENTS

| | | | | | |
|--|-----|-----|------|-----|--------|
| Additional Reports of Adjustments and Collections | ANC | ANB | APSB | OAS | 673-75 |
| Adjustments, Classification of | ANC | ANB | APSB | OAS | 672-00 |
| Adjustments, Distribution of | ANC | ANB | APSB | OAS | 672-50 |
| Adjustments, Reporting of | ANC | ANB | APSB | OAS | 672-25 |
| Allocation of Repayments to Periods | ANC | ANB | APSB | OAS | 671-50 |
| Amounts Collectible, County Record of | ANC | ANB | APSB | OAS | 671-30 |
| Collections, Classification of | ANC | ANB | APSB | OAS | 673-00 |
| Collections, Distribution of | ANC | ANB | APSB | OAS | 673-25 |
| Collections, Reporting of | ANC | ANB | APSB | OAS | 673-50 |
| Discovery of Excess Property or Income Subsequent to Recipient's Death | | | | OAS | 671-10 |
| Erroneous Repayments, Claims for the Return of | ANC | ANB | APSB | OAS | 674-05 |
| Erroneous Repayments, Definition of | ANC | ANB | APSB | OAS | 674-00 |
| Erroneous Repayments, Fiscal Reporting of Returns of | ANC | ANB | APSB | OAS | 674-10 |
| Forms Used in Reporting Repayments | ANC | ANB | APSB | OAS | 674-99 |
| Overpayments Caused by Income | ANC | ANB | APSB | OAS | 670-85 |
| Overpayments Caused by Other Factors | ANC | ANB | APSB | OAS | 670-90 |
| Overpayments Caused by Possession of Excess Property | ANC | ANB | APSB | OAS | 670-80 |
| Overpayments, Investigation of | ANC | ANB | APSB | OAS | 670-75 |
| Overpayments Resulting From Conditional Restoration in OAS | | | | OAS | 670-88 |
| Repayment, Demand for | ANC | ANB | APSB | OAS | 671-25 |
| Source of Repayment | ANC | ANB | APSB | OAS | 671-20 |
| Tabular Analysis of Provisions of the W&IC Regarding Repayments | ANC | ANB | APSB | OAS | 670-00 |

TRANSPORTATION OF NEEDY CHILDREN CLAIMS

| | | | | | |
|--|-----|--|--|--|--------|
| Claim Corrections | ANC | | | | 685-20 |
| State Audit of Transportation of Needy Children Claims | ANC | | | | 685-10 |
| Transportation of Needy Children Claims | ANC | | | | 685-00 |
| Transportation of Needy Children Claim Forms | ANC | | | | 685-99 |